

# Virginia

## Standards of Learning Assessments

**Summer 2008**

***Writing***

**Tests**

**Manual for the  
Division Director of Testing  
and School Test Coordinators**

**End-of-Course**

Test security guidelines restrict persons who have not signed the *Test Security Agreement* from reading the actual test questions/writing prompts.

**Test Implementation Manual**



## Summer 2008 SOL *Writing* Test Administration Schedule

### Important Dates

- |  |   |
|--|---|
| <input type="checkbox"/> April 14-25, 2008   | DDOTs should enter participation counts via PEMSolutions at <b><a href="http://www.pearsonaccess.com/va">www.pearsonaccess.com/va</a></b>   |
| <input type="checkbox"/> 3 weeks prior to testing                                  | Division submits Student Data Upload file via PEMSolutions  |
| <input type="checkbox"/> Weekly<br>(Beginning the week of June 23 through July 21) | Approximate delivery dates of Pre-ID Labels to school divisions (only labels for rejected files, records with errors or records missing a test code will not be delivered until resolved) |
| <input type="checkbox"/> June 16 – August 15                                       | DDOTs may place additional orders needed for test materials via PEMSolutions  |
| <input type="checkbox"/> By July 11  | Return the <i>School Division Test Security Agreement</i> to Pearson (Appendix A)   |
| <input type="checkbox"/> Until August 15   | DDOTs may order items via PEMSolutions to <u>return</u> test materials  |
| <input type="checkbox"/> By August 18  | Return the School Division Affidavit to the Virginia Department of Education (Appendix A)   |

### Statewide Writing Schedule

- |  |  |
|--|--|
| <input type="checkbox"/> July 14 or 15 | Administer the multiple-choice component ( <b>main form</b> )  |
| <input type="checkbox"/> July 16       | Administer the direct-writing component ( <b>main prompt only</b> )  |
|  | <b>NOTE:</b> Make-up testing for students may be administered on a later date. However, all make-up sessions must be completed in time to ship scorable materials to Pearson by July 25. |
| <input type="checkbox"/> July 25       | Ship EOC answer documents to the Scoring Center, Iowa City, IA   |
| <input type="checkbox"/> August 15     | Ship secure test materials to the Pearson Scoring Center, Iowa City, IA  |



## NEW FOR SUMMER 2008

Carefully review this *Test Implementation Manual* and *Examiner's Manual* prior to the administration of the Summer 2008 SOL *English: Writing* Assessment.

### Examiner's Manual

Changes in this manual have been made as follows:

- Information regarding special accommodations is located in Appendices C and D.
- In Section 6, Specific Duties of the STC: After Testing, directions for completing the answer document's Field H, Testing Status, Field I, Special Test Accommodations, and the directions for completing the *Header Sheet* and Paper Band have been removed. These directions are now located only in the *Test Implementation Manual*.

The DDOT may continue to direct the STC to designate an Examiner or other adults to complete Fields H, I, and J on the answer documents, and to complete the *Header Sheets* and Paper Bands for the bundles of answer documents.

### Term Graduates

- Students scheduled to graduate by August 31, 2009, are considered to be Term Graduates.
- For the Summer 2008 Administration, all students, including Term Graduates, will take the same multiple-choice test forms and prompts. Students must take both the multiple-choice and the direct-writing components to receive a valid score.
- Term Graduates who have not passed the EOC *English: Writing* test may have two opportunities to take the test during the Summer 2008 *Writing* Test Administration.
- Student records that are marked "Term Graduate" in PEMSolutions will result in the following:
  - a) the student's original test assignment is automatically duplicated in PEMSolutions to account for the second test attempt. Because a test assignment will automatically be duplicated when a second EOC *Writing* test with matching demographics is processed, the individual student's record should appear only once in the *Summer 2008 Writing Student Data Upload File*.
  - b) two Pre-ID labels are automatically generated
  - c) the student's writing paper is automatically appealed or scored a second time

### Answer Document

- Make certain that the EOC answer documents distributed to students indicate 2007-2008, (located at the top center) and they have the correct test name (top right) for the appropriate test administration. Revisions that have been made on the answer documents are as follows:
- Field A, *Test Date* is no longer requested for the *Writing* tests.
- Field G, *Prompt Number*: The prompt sheet will be identified by a 4-digit number that must be entered in this field.
- Field I, *Special Test Accommodations*, Codes 2, 3, 7, and 20 are now available for all students:

The diagram shows a vertical prompt sheet. At the top, there is a black box with a white letter 'G' and the text 'PROMPT NUMBER' below it. Below this, there is a 4-digit number field with the digits 1, 6, 6, and 4. To the right of the digits, there is a vertical column of circles, some of which are filled in black. An arrow points from the text 'The prompt sheet will be identified by a 4-digit number that must be entered in this field.' to the 4-digit number field.

## NEW FOR SUMMER 2008, continued

Code 2 – Group size

Code 3 – Environmental modifications (e.g., special lighting, noise buffers, use of study carrel)

Code 7 – Assistance with directions for mechanics of the test (i.e., simplifying or clarifying directions)

Code 20 – Large-diameter pencil, special pencil, pencil grip

These codes have been removed from the answer documents.

|          |   |                                    |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |   |   |  |  |
|----------|---|------------------------------------|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|---|---|--|--|
| <b>I</b> |   | <b>SPECIAL TEST ACCOMMODATIONS</b> |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |   |   |  |  |
| 1        | 4 | 5                                  | 6 | 8 | 9 | 10 | 11 | 12 | 13 | 17 | 18 | 21 | 22 | 23 | 24 | 25 | 27 | A | B |  |  |

Refer to Appendix D for an updated list of Special Test Accommodation Codes.

- Field J, 2<sup>nd</sup> Attempt, must be completed for Term Graduates who take the EOC *English: Writing* test twice during the Summer 2008 Administration. This field must be completed **ONLY** on the student's second attempt answer document.

|                                  |
|----------------------------------|
| <b>J</b>                         |
| 2ND ATTEMPT                      |
| <input checked="" type="radio"/> |

LEAVE Field J BLANK on the student's first attempt answer document. Field J must be completed after testing and as directed by the DDOT.

- Located on the back cover of the EOC *English: Writing* answer document, the Samples Box has five items: A, B, C, D, and E.

**NOTE:** There will be five sample test items on *most* EOC *English: Writing* test forms. However, there are only four sample test items on the following test forms:

|         |   |   |   |   |
|---------|---|---|---|---|
| SAMPLES |   |   |   |   |
| A       | A | B | C | D |
| B       | F | G | H | J |
| C       | A | B | C | D |
| D       | F | G | H | J |
| E       | A | B | C | D |

W5036, W5037, W7536, W7537, W8036, and W8037

## Header Sheet

- The *Header Sheet* has been revised to include the Field, ADMINISTRATION. This field should be completed as appropriate for the current administration: fall, spring, summer, or field test.

The DDOT or designee should complete this field.

|   |
|---|
| <b>ADMINISTRATION</b>   |
| <input type="radio"/> FALL<br><input type="radio"/> SPRING<br><input checked="" type="radio"/> SUMMER<br><input type="radio"/> FIELD TEST |

**NOTE:** Please destroy all *Header Sheets* from previous administrations

## NEW FOR SUMMER 2008, continued

- For the summer administrations, *Header Sheets* to be used with answer documents for students within the division will have the division's name and code pre-printed and pre-coded. The school's name and code will be blank. This will allow the testing school to complete the school's name and code for students within your division.
- *Header Sheets* to be used with answer documents for students outside of the division are blank. The division's name and code and the school's name and code must be completed as directed by the DDOT.
- Answer documents for students testing from schools outside your division should be bundled separately with their own *Header Sheet*.
- Division-specific pre-printed *Header Sheets* (including Quad 8888 Headers) will be delivered with the division's overage non-secure materials.
- After testing, the *Header Sheet* is used to organize any group of answer documents for return to Pearson and is to be completed as directed by the DDOT/STC.
- Each *Header Sheet* must be complete and accurate. The number of answer documents marked on the *Header Sheet* **must** match the number of answer documents submitted in the bundle.
- The process involves verifying all pre-printed and pre-coded data and filling in other pertinent data into proper fields on the *Header Sheet*. Only the name and phone number of a STC or DDOT (or designee) should be provided as the Header Verification Contact. If there is a discrepancy of any kind upon receipt of answer documents at Pearson, the Scoring Center staff will call the person identified on the *Header Sheet*. This should be someone who can respond to Pearson's questions. Therefore, the DDOT should designate the Header Verification Contact.

## Writing Prompts

- The EOC *English: Writing* prompt sheets are printed on colored cover stock paper as follows:

EOC *English: Writing* Prompt #1255—Yellow

EOC *English: Writing* Prompt #1256—Light Purple

## How to Report Problems on SOL Tests/Prompts

- During testing, if a student reports that a test question/prompt contains an error, the Examiner or Proctor should record the subject area, level, form number, and item number or prompt number. The Examiner should tell the student that her/his concerns will be reported to the central office.

Examiners/Proctors should report problems or suspected errors on SOL multiple-choice tests/prompts to the STC. This information should **not** be communicated via e-mail. Further, the test item(s)/prompts or answer options should not be discussed with the students nor between the Examiner and Proctor.

The STC should report the problem/concern to the DDOT. Only the DDOT should notify the Virginia Department of Education of any reported errors or concerns by phone, fax, or via the Single Sign-on for Web Systems (SSWS). If SSWS is used to report an error on a secure test item/prompt, upload the file via the "Dropbox" application.

The Virginia Department of Education will investigate and provide a follow-up report to the DDOT. (Section 5.3.4)

## IMPORTANT REMINDERS FOR SUMMER 2008

### PEMSolutions

- The *Virginia Standards of Learning Assessments User's Guide* is located on the Resource page within PEMSolutions and contains step-by-step instructions on how to use the PEMSolutions system. You may also refer to the PEMSolutions *Training Workbook* for training tutorials of the PEMSolutions system.
- Before students are eligible to take a *Writing* test, they must be registered for the test through a Student Data Upload File submitted via PEMSolutions or by manually registering students for an administration and assigning them to a test within PEMSolutions.
- The PEMSolutions system may not be available from 9:00 PM Tuesdays—6:00 AM Wednesdays and 9:00 PM Thursdays—6:00 AM Fridays for system maintenance and scheduled upgrades.

### Shipment of Testing Materials

- Both non-secure and secure testing materials will be packaged by the school for which they were ordered in PEMSolutions and will be shipped directly to the division for distribution to summer testing sites.
- The division overage secure materials will be shipped in **white** boxes. **Pink** shipping labels will be located on the top of each box and four sides with "Division Overage" printed on all labels. The cartons in the overage shipment will be numbered sequentially "1 of 4," "2," "3," "4 of 4," and so on. The *Division Overage Packing List* and the *Division Receipt Verification Form* are located in Box #1.
- The *Pallet Detail* will be located in Box #1 of the division overage secure materials. This list will indicate which pallet a particular school's boxes are located on, the box range (i.e., boxes 3 through 6), and the number of boxes for a school (i.e., 4 boxes). If a shipment is not palletized, the *Pallet Detail* will provide similar information about the box range for a particular school (i.e., boxes 3 through 6), and the number of boxes (i.e., 4 boxes) for a school.
- The schools' secure materials will be shipped in **brown** boxes to the division's address. **Pink** shipping labels will be located on the top of each box and four sides. The *School Packing List/Transmittal Form* will be located in the box labeled, "Packing List Enclosed." The cartons in the schools' shipment will be numbered sequentially "1 of 4," "2," "3," "4 of 4," and so on, but may not begin with Box #1.
- Additional orders will be packaged "bulk" and delivered to the division's bulk address.

### Shipment of Testing Materials for "Quad 8888" Schools

- All **non-secure** materials ordered for "special situation schools" (school code = 8888) will be packaged together and delivered to the division's address. These boxes will be delivered separately, but at the same time as the division's non-secure overage materials.

The cartons in this shipment will be numbered sequentially: "1 of 4," "2," "3," "4 of 4," and so on. **Blue** shipping labels will be located on the top of each box and four sides with "8888 Non-Secure Materials Special Situation" printed on the labels.

- All **secure** materials ordered for "special situation schools" will be packaged together and delivered to the division's address. These boxes will be delivered boxed separately, but delivered at the same time as the division overage for all secure materials.

The cartons in this shipment will be numbered sequentially: "1 of 4," "2," "3," "4 of 4," and so on, but may not begin with Box #1. **Pink** shipping labels will be located on the top of each box and four sides with "8888 Secure Materials Special Situation" printed on the labels.

### Pre-ID Labels

- Pre-ID labels will be delivered weekly, beginning the week of June 23 through the week of July 21.
- All schools' Pre-ID labels will be packaged in a single envelope or box that has been labeled with the school's name and code. These packages will be consolidated into larger boxes. Pearson will provide a *Shipment Package Locator* that will direct the DDOT to which larger box a school's envelope or box is located.
- Pre-ID labels should be affixed to the student answer document as directed by the DDOT. Pre-ID labels with students' data are considered to be secure and should be handled the same as other secure materials before, during, and after testing.



## IMPORTANT REMINDERS FOR SUMMER 2008, continued

### Testing Materials

- The Writing Test Booklet Package *Assembly ID Sheet* shows the quantity of booklets in the package, the name of the test, the test form number, and the range of security numbers (used by Pearson for tracking secure materials from delivery to return). A security barcode is located on each test booklet. Test booklets are packaged in 10s.
- The Writing Prompt Package *Assembly ID Sheet* shows the 4-digit prompt number. A security barcode is located at the lower right corner on each prompt sheet. Prompt sheets are packaged in 10s.
- To assist in the identification of the test form, the complete form number printed on the test booklet indicates the following: test level (EOC), subject test code (3-digit number), followed by a dash (-), a “W” and four numbers. However, only the last four numbers must be entered on the answer document.
- Before testing, Examiners must verify the level and name of the subject area test on the front cover of the test booklets (lower right corner) to ensure that students are administered the correct test. Also, Examiners must verify that the level and name of the subject area test on the answer document is the same as on the test booklet.
- Two sheets of blank Braille paper are provided in the Braille Test Booklet Kits and five sheets of blank Braille paper are provided in the Braille Writing Prompt Kits for use by the student during the test administration. Use of these materials is optional and the student’s responses must be transcribed onto a regular answer document.
- Students may use scratch paper during the administration of both the multiple-choice and direct writing components of the EOC *English: Writing* test.

### Paper Bands

- Paper Bands are packaged in 10s and 5s. The division overage shipment will contain 10 paper bands per active school. The school boxes will contain one paper band per every 15 students based on participation counts.
- After testing, Paper Bands are used to bundle the *Header Sheet* and answer documents for return to Pearson. The information requested on the paper band is optional. Score reports will not be delayed if any information on a paper band is omitted.

### New Boxes for Return of Scorable Materials

- A supply of additional (**new**) boxes will be provided in **both** shipments of division overage non-secure materials and schools’ non-secure materials. These new boxes should be used to return scorable answer documents to Pearson.

### Return of Test Materials

- All answer documents for the EOC *English: Writing* test must be bundled under a *Header Sheet* and shipped to the Pearson Scoring Center, using the **blue** mailing labels, by July 25, 2008.

### Scheduled Pickup of Test Materials

- Pearson provides Virginia’s schools the FedEx Premier Customer Services for Express and Ground shipments or K2 Logistics Bills of Lading, which simplifies the pickup of test materials for DDOTs. See section 7.6.
- K2 Logistics has a dedicated line for your use when scheduling pickups.

**You should contact K2 Logistics at Phone: 888-886-0780 or Website: [www.k2logistics.com](http://www.k2logistics.com)**

**For more details refer to Section 7.6.**



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## DDOT TESTING CHECKLIST

| Activities Before Test Administration |   |
|---------------------------------------|---|
| <input type="checkbox"/>              | 1. Carefully read this <i>Test Implementation Manual</i> , as well as any directions from the Virginia Department of Education. Review the DDOT Testing Planner (Table 1) for all critical dates.               |
| <input type="checkbox"/>              | 2. Train all School Test Coordinators (STCs).   |
| <input type="checkbox"/>              | 3. Assist STCs in identifying students who will be tested.  |
| <input type="checkbox"/>              | 4. Register students for testing via a Student Data Upload File or by hand-entering their information in PEMSolutions.  |
| <input type="checkbox"/>              | 5. Return the completed <i>School Division Test Security Agreement</i> to Pearson by July 11, 2008.   |
| <input type="checkbox"/>              | 6. Receive schools' orders of Pre-ID labels and distribute to STCs.   |
| <input type="checkbox"/>              | 7. Make sure that STCs and Examiners understand which test accommodations are and are not available for students with disabilities and LEP students.  |
| <input type="checkbox"/>              | 8. Distribute secure SOL test booklets/writing prompts to each STC <b>no more than 96 hours</b> (four school days) prior to the established statewide testing dates.  |
| Activities During Test Administration |   |
| <input type="checkbox"/>              | 1. Be available during your schools' testing sessions to answer questions and resolve problems.   |
| <input type="checkbox"/>              | 2. Assist STCs in identifying and resolving testing irregularities.   |
| <input type="checkbox"/>              | 3. Ensure that STCs are prepared and have sufficient material to administer the appropriate multiple-choice forms and prompts. Be prepared to supply additional alternate writing prompts to STCs if necessary. |
| <input type="checkbox"/>              | 4. Confirm the method Examiners will use to verify students' attendance the day of testing. If desired, print the student list for each test session.   |
| <input type="checkbox"/>              | 5. Determine students who are eligible for make-up tests.   |
| Activities After Test Administration  |   |
| <input type="checkbox"/>              | 1. After all testing sessions have been completed, verify receipt of all test materials from all STCs.  |
| <input type="checkbox"/>              | 2. Receive and verify all scorable answer documents.  |
| <input type="checkbox"/>              | 3. Pack and ship all scorable EOC answer documents to Pearson no later than July 25, 2008.  |
| <input type="checkbox"/>              | 4. Receive, pack, and ship all secure, non-scorable test booklets and writing prompts, including all Special Test Forms/Prompts Kits to Pearson no later than August 15, 2008.                                  |
| <input type="checkbox"/>              | 5. Verify receipt of all required SOL forms/documentation from all STCs.  |
| <input type="checkbox"/>              | 6. Return a signed <i>School Division Affidavit</i> (Appendix A) to the Virginia Department of Education no later than August 18, 2008.   |
| <input type="checkbox"/>              | 7. Review final disposition of all test materials: scorable answer documents, secure test booklets and writing prompts, forms and documentation, and other non-scorable materials.                              |

## STC TESTING CHECKLIST

| Activities Before Test Administration |   |
|---------------------------------------|---|
| <input type="checkbox"/>              | 1. Carefully read this <i>Test Implementation Manual</i> as well as any local directions you have been given. Resolve any questions you might have with your DDOT.  |
| <input type="checkbox"/>              | 2. Train Examiners and Proctors.  |
| <input type="checkbox"/>              | 3. Assist teachers and Examiners in identifying students who will be tested.  |
| <input type="checkbox"/>              | 4. Make certain that suitable testing sites are available.  |
| <input type="checkbox"/>              | 5. Schedule all test sessions in your school.   |
| <input type="checkbox"/>              | 6. Select Examiners, determine the size of each testing group, and determine whether use of Proctors will be necessary.   |
| <input type="checkbox"/>              | 7. Collect a signed <i>School Division Personnel Test Security Agreement (Including Examiners/Proctors)</i> from each Examiner and Proctor.   |
| <input type="checkbox"/>              | 8. Receive non-secure materials from the DDOT (based on division schedule).   |
| <input type="checkbox"/>              | 9. Receive the school's Pre-ID labels from the DDOT.  |
| <input type="checkbox"/>              | 10. Review the use of Pre-ID labels and completion of fields not included on Pre-ID labels.   |
| <input type="checkbox"/>              | 11. Make sure that teachers and Examiners understand which test accommodations are and are not available for student with disabilities and LEP students (Refer to the <i>Examiner's Manual</i> , Appendices C and D). |
| <input type="checkbox"/>              | 12. Make sure Examiners or other designated staff understand how to complete answer documents for students who do not take the SOL <i>English: Writing</i> test.  |
| <input type="checkbox"/>              | 13. Receive secure materials from your DDOT.  |
| Activities During Test Administration |   |
| <input type="checkbox"/>              | 1. Before each testing session, ensure that all Examiners have appropriate materials for testing. Refer to the <i>Examiner's Manual</i> for this information.   |
| <input type="checkbox"/>              | 2. On each day of testing, check out secure test materials to Examiners, and collect all materials at the end of each testing session.  |
| <input type="checkbox"/>              | 3. Monitor all testing sessions.  |
| <input type="checkbox"/>              | 4. Assist Examiners in identifying and resolving testing irregularities.  |
| <input type="checkbox"/>              | 5. Verify students who are eligible for make-up tests.  |



## STC TESTING CHECKLIST, continued

| Activities After Test Administration |  |
|--------------------------------------|--|
| <input type="checkbox"/>             | 1. Ensure that make-up test sessions are properly administered.  |
| <input type="checkbox"/>             | 2. After testing sessions have been completed, verify receipt of all test materials from all Examiners.  |
| <input type="checkbox"/>             | 3. Verify scorable materials received from Examiners.  |
| <input type="checkbox"/>             | 4. Ensure that Field H, <i>Testing Status</i> , Field I, <i>Special Test Accommodations</i> , and Field J, <i>2<sup>nd</sup> Attempt</i> are completed accurately on the student's answer documents, as appropriate (Section 6.2). |
| <input type="checkbox"/>             | 5. Complete a <i>Header Sheet</i> for each bundle of scorable answer documents (Section 6.5).  |
| <input type="checkbox"/>             | 6. Complete Paper Bands (Section 6.6).   |
| <input type="checkbox"/>             | 7. Bundle completed <i>Header Sheet</i> and scorable answer documents with Paper Band (Section 6.6).   |
| <input type="checkbox"/>             | 8. Assemble and deliver all scorable test materials to your DDOT.  |
| <input type="checkbox"/>             | 9. Assemble and deliver all non-scorable test materials to your DDOT.  |
| <input type="checkbox"/>             | 10. Dispose of all other test materials according to local directions.   |
| <input type="checkbox"/>             | 11. Prepare and transmit SOL affidavits and test security agreements as directed by the DDOT.  |

Table 1. DDOT Testing Planner

NOTE: The DDOT Testing Planner may be used to note locally determined “due dates” for the STC and Examiners.

|                          | Activity  | DDOT  | STC<br>(Determined Locally) | Examiner<br>(Determined Locally) |
|--------------------------|---|---|-----------------------------|----------------------------------|
| <input type="checkbox"/> | Register students for testing via a Student Data Upload File  | Prior to student testing                      |                             |                                  |
| <input type="checkbox"/> | Receive division’s overage non-secure test materials from Pearson.  | June 9 – 13                                   | N/A                         |                                  |
| <input type="checkbox"/> | Receive schools’ non-secure test materials from Pearson and inventory.  | June 9 – 13                                   |                             |                                  |
| <input type="checkbox"/> | Receive and inventory schools’ cartons and division overage of secure writing test materials and schools’ cartons of Special Test Forms and prompts (Braille and large-print test kits with or without audiotapes and audiotapes with regular print test booklets), if ordered. | June 23 – 27                                  | N/A                         |                                  |
| <input type="checkbox"/> | Distribute Pre-ID labels to STCs.   | Weekly<br>(beginning June 23 through July 21) |                             |                                  |
| <input type="checkbox"/> | Complete the division’s inventory of all secure writing test materials.   | NO LATER THAN<br>July 2                       |                             |                                  |
| <input type="checkbox"/> | Return the completed <i>School Division Test Security Agreement</i> to Pearson by fax to 1-319-358-4298 (Appendix A).   | NO LATER THAN<br>July 11                      |                             |                                  |
| <input type="checkbox"/> | Oversee the division’s administration of the SOL tests. <ul style="list-style-type: none"> <li>Statewide administration of the <u>multiple-choice</u> component.</li> <li>Statewide administration of the <u>direct-writing</u> component.</li> </ul>                           | July 14 or 15<br><br>July 16                  |                             |                                  |
| <input type="checkbox"/> | Ship <b>scorable EOC answer documents to Pearson in Iowa City, Iowa.</b>  | by July 25                                    |                             |                                  |
| <input type="checkbox"/> | Ship <b>non-scorable secure materials to Pearson in Iowa City, Iowa</b> , including all regular test booklets, all Braille and large-print test booklets and prompts, Examiner’s copies, and all audiotapes.  | by August 15                                  |                             |                                  |
| <input type="checkbox"/> | Forward the <i>School Division Affidavit</i> to the Virginia Department of Education.   | by August 18                                  |                             |                                  |

\* Students who are absent on test dates should be provided with an opportunity during the make-up period to take the test(s) they missed. You will be responsible for ensuring that all schools arrange sufficient and appropriate make-up administrations and that all scorable documents are returned to you in time for shipment no later than the date(s) reported to Pearson.

Table 2. STC Testing Planner

NOTE: The STC Testing Planner may be used to note locally determined “due dates” for the STC and Examiners.

|                          | Activity   | STC<br>(Determined Locally)                  | Examiner<br>(Determined Locally) |
|--------------------------|--|--|----------------------------------|
| <input type="checkbox"/> | Receive non-secure test materials from DDOT.   |  |                                  |
| <input type="checkbox"/> | Receive Pre-ID labels from the DDOT and prepare the students’ answer documents as directed by the DDOT.  |  |                                  |
| <input type="checkbox"/> | Receive from the DDOT, schools’ cartons of secure test materials and schools’ Special Test Forms and prompts (Braille and large-print test kits with or without audiotapes and audiotapes with regular print test booklets), if ordered.             | Within 96 hours (4 school days) of test date |                                  |
| <input type="checkbox"/> | Complete your inventory of all secure test materials; contact the DDOT if more materials are needed.   |  |                                  |
| <input type="checkbox"/> | Oversee your school’s administration of the SOL tests. <ul style="list-style-type: none"> <li>Statewide administration of the <u>multiple-choice</u> component.</li> <li>Statewide administration of the <u>direct-writing</u> component.</li> </ul> | July 14 or 15<br><br>July 16                 |                                  |
| <input type="checkbox"/> | Verify, complete coding, complete <i>Header Sheets</i> , bundle <i>Header Sheet</i> with answer documents using a Paper Band, and pack <b>scorable answer documents in “new” boxes from Pearson; return to the DDOT as directed.</b>                 |  |                                  |
| <input type="checkbox"/> | Verify and pack <b>non-scorable secure materials</b> , including all regular test booklets and prompts, all Braille and large-print test booklets and prompts, Examiner’s copies, and all audiotapes; return to the DDOT as directed.                |  |                                  |
| <input type="checkbox"/> | Forward the <i>School Affidavit</i> to the DDOT as directed.   |  |                                  |

\* Students who are absent on test dates should be provided with an opportunity during the make-up period to take the test(s) they missed. You will be responsible for ensuring that all schools arrange sufficient and appropriate make-up administrations and that all scorable documents are returned to you in time for shipment no later than the date(s) reported to Pearson.



## 1. USE OF THIS MANUAL FOR THE SUMMER 2008 ADMINISTRATION

The *Test Implementation Manual* describes procedures that the Division Director of Testing (DDOT) and School Test Coordinator (STC) should follow before, during, and after administration of the Summer 2008 Standards of Learning (SOL) *Writing* test to students completing high school English courses that have covered the grades 9, 10, and 11 SOL. Students who need to retake the End-of-Course (EOC) *English: Writing* test for verified credit may also take the test during the summer administration.

This manual includes the following information:

- test administration schedule
- school division responsibilities for SOL testing
- DDOT/STC responsibilities before, during, and after each testing session
- steps for organization and return of test materials after testing is completed

You must become familiar not only with this manual but also with the *Examiner's Manual*. The *Examiner's Manual* includes specific directions for administering the multiple-choice and direct-writing components of the SOL *English: Writing* test. Instructions for the administration of Special Test Forms are also contained in the *Examiner's Manual*. Take particular care to read all testing materials and to provide in-depth training to school division personnel who are responsible for the administration of the EOC *English: Writing* tests.

Additionally, the *Student Data Upload File Requirement Document* and the *PEMSolutions Virginia Standards of Learning User's Guide* contains detailed information for the test administration. These documents are located at:

[www.pearsonaccess.com/va](http://www.pearsonaccess.com/va)

## 2. SUMMER 2008 SOL WRITING TEST SCHEDULE

The Virginia Department of Education has established **statewide** testing dates for the SOL *Writing* test. The SOL *Writing* test has both multiple-choice and direct-writing (response to a writing prompt) components that must be administered **statewide** on the following dates:

- July 14 or 15, 2008 – multiple-choice component (**main form**)
- July 16, 2008 – direct-writing component (**main prompt**)



**IMPORTANT:** Testing sessions are to be scheduled on July 14 or 15, 2008. Each student must complete the multiple-choice component of the *Writing* test in one day. For example, a student may not be allowed to start the multiple-choice test on July 14 and complete it on July 15, 2008.

Students scheduled to graduate by August 31, 2009, are considered to be Term Graduates. Term Graduates who have not passed the EOC *English: Writing* test may have two opportunities to take the test during the Summer 2008 SOL Administration.

*Term Graduate students are to take both the main and alternate multiple-choice forms and both the main and alternate prompts. The main and alternate prompts should be administered to Term Graduate students according to the schedule described above. School divisions have flexibility in scheduling the administration of the second multiple-choice form and prompt for Term Graduates within the testing window.*

Eligible Term Graduates are not required to exercise their option for a second opportunity of the EOC *English: Writing* test. However, these students should be notified of their option and encouraged to take both tests. Students who are absent on any or all of these dates are to be provided with an opportunity during the make-up period to take the test component(s) they missed (Section 5.5). STCs will be responsible for arranging make-up administrations for all students who require them and will monitor testing during the make-up period. STCs must schedule make up testing so that materials can be returned to the DDOT in ample time to ship scorable answer documents to Pearson by July 25, 2008.

### 3. SCHOOL DIVISION RESPONSIBILITIES FOR SOL TESTING

Many school division personnel are responsible for the administration of the SOL tests. These include:

- Division Director of Testing (DDOT)
- School Test Coordinator (STC)
- Test Examiner (Examiner)

A brief explanation of the roles and responsibilities of each of these persons follows.

#### **Division Director of Testing**

Each division has designated a DDOT. The DDOT serves as the point of contact between the school division and the Virginia Department of Education and Pearson. The DDOT has division-wide responsibility for maintaining the security of test materials, implementation of SOL test procedures, and providing appropriate training for STCs. DDOTs are to take particular care in reading all test administration materials. Any questions the DDOT has regarding the SOL test administration are to be directed to the Pearson Support Center or the Virginia Department of Education, Office of Test Administration, Scoring, and Reporting.

#### **School Test Coordinator**

Each school has designated an STC. The STC serves as the point of contact between the school and the DDOT. The STC has school-wide responsibility for maintaining the security of test materials, implementation of SOL *Writing* test procedures, and providing appropriate training for Examiners and Proctors. STCs are to take particular care in reading all test administration materials. Any questions the STC has regarding the SOL *Writing* test administration are to be directed to the DDOT.

#### **Test Examiner**

The Test Examiner (Examiner) is responsible for administering the SOL *Writing* test according to the procedures outlined in the *Examiner's Manual* and for maintaining the security of test materials. Any questions the Examiners have regarding the SOL *Writing* test administration are to be directed to the STC.

#### 4. SPECIFIC DUTIES OF THE DDOT/STC: BEFORE TESTING

Before testing, review the *Test Implementation Manual*, and the *EOC Examiner's Manual* so that you are familiar with the responsibilities of all testing personnel.

##### 4.1 Train School Test Coordinators

**DDOT** ☒ Provide appropriate training to the division's STCs based on information in the manuals and in other pertinent sources.

☒ Address the training topics listed below.

| TRAINING TOPICS FOR SCHOOL TEST COORDINATORS  |
|---|
| <ul style="list-style-type: none"> <li>Identifying responsibilities of STCs and Examiners/Proctors for the administration of multiple-choice and direct-writing components of the SOL <i>Writing</i> test</li> </ul>  |
| <ul style="list-style-type: none"> <li>Testing schedules, including Term Graduates who are eligible to take both the main and alternate multiple-choice forms and the main and alternate prompts, make-up sessions, and return of all test materials to the DDOT in accordance with deadlines</li> </ul>              |
| <ul style="list-style-type: none"> <li>Reviewing security requirements, including use of the <i>School Division Personnel Test Security Agreement (Including Examiners/Proctors)</i>; reviewing local policies to ensure students have no access to cell phones or other electronic devices during testing</li> </ul> |
| <ul style="list-style-type: none"> <li>Reviewing the format for the <i>Examiner's Manual</i> for the EOC <i>English: Writing</i> test</li> </ul>  |
| <ul style="list-style-type: none"> <li>Reviewing guidelines for participation of LEP students and students with disabilities</li> </ul>   |
| <ul style="list-style-type: none"> <li>Applying Pre-ID labels to answer document</li> </ul>   |
| <ul style="list-style-type: none"> <li>Arranging for testing sites</li> </ul>   |
| <ul style="list-style-type: none"> <li>Resolving testing irregularities</li> </ul>  |
| <ul style="list-style-type: none"> <li>Reporting problems/errors on SOL test forms/prompts</li> </ul>   |
| <ul style="list-style-type: none"> <li>Handling emergencies</li> </ul>  |
| <ul style="list-style-type: none"> <li>Encouraging students to mark responses in the answer document as each item is completed instead of marking their answers in the test booklet and then transcribing the answers to the answer document.</li> </ul>  |
| <ul style="list-style-type: none"> <li>During testing, moving students and testing materials to an alternate location</li> </ul>  |
| <ul style="list-style-type: none"> <li>After testing, completing the students' answer documents for Field H, <i>Testing Status</i>, Field I, <i>Special Test Accommodations</i>, Field J, <i>2<sup>nd</sup> Attempt</i>, as applicable</li> </ul>   |
| <ul style="list-style-type: none"> <li>After testing, adding test-specific data in PEMSolutions</li> </ul>  |
| <ul style="list-style-type: none"> <li>After testing, completing the <i>Header Sheets</i> for students testing in the summer from within and outside the division</li> </ul>  |
| <ul style="list-style-type: none"> <li>After testing, completing the <i>Paper Bands</i></li> </ul>  |
| <ul style="list-style-type: none"> <li>After testing, verifying, organizing, packing, and returning scorable and non-scorable materials to the DDOT in accordance with deadlines</li> </ul>   |
| <ul style="list-style-type: none"> <li>Retaining and disposing test materials according to division guidelines</li> </ul>   |
| <ul style="list-style-type: none"> <li>Training of Examiners and Proctors</li> </ul>  |

**STC** ☒ Attend the training that the DDOT will provide in regard to the school division's administration of SOL *Writing* tests.

## 4.2 Train Examiners/Proctors

**STC** ☒ Provide appropriate training to the school's Examiners and Proctors based on information in the testing manuals, local directions received from your DDOT, and other pertinent sources. Prepare the entire school staff for the *SOL Writing Administration*.

☒ Address training topics listed in the following chart.

| TRAINING TOPICS FOR EXAMINERS/PROCTORS   |
|--|
| • Identifying responsibilities of Examiners and Proctors   |
| • Reviewing security requirements, including use of the <i>School Division Personnel Test Security Agreement (Including Examiner's/Proctor's)</i> and the Virginia General Assembly Legislation on test security; reviewing local policies to ensure students have no access to cell phones or other electronic devices during testing |
| • Testing schedule   |
| • Providing eligible Term Graduate students two opportunities to take both components (multiple-choice and direct-writing) of the EOC <i>English: Writing</i> test   |
| • Preparing students for testing   |
| • Preparing the testing site appropriately   |
| • Using classroom Proctors and/or Interpreters (if necessary)  |
| • Reviewing the format for the <i>Examiner's Manual</i> for the EOC <i>English: Writing</i> test   |
| • Receiving, verifying, and documenting the number of test booklets on the <i>Assembly ID Sheets</i> before distributing to students   |
| • Providing accommodations for eligible students   |
| • Using ancillary test materials   |
| • Applying Pre-ID labels   |
| • Administering SOL testing under standardized conditions using the <i>Examiner's Manuals</i>  |
| • If applicable, coding of identifying information on student answer documents   |
| • Coding of Field F, <i>Form Number</i> , and Field G, <i>Prompt Number</i> , on the answer document's demographic section   |
| • Monitoring students during testing   |
| • Encouraging students to mark responses in the answer document as each item is completed instead of marking their answers in the test booklet and then transcribing the answers to the answer document.   |
| • Identifying and reporting testing irregularities   |
| • Reporting problems/errors on SOL test forms/prompts  |
| • Handling emergencies   |
| • During testing, moving students and testing materials to an alternate location   |
| • Reviewing procedures for students not tested   |
| • After testing, inspecting and verifying secure materials   |
| • After testing, organizing materials for students testing in the summer from within and outside the division  |
| • After testing, organizing and returning all materials  |





**IMPORTANT:** Examiners may review the *Examiner's Manual* before the day of testing. In the distribution of manuals, include itinerant vision teachers or homebound teachers who will be administering the Writing test to students who are in your school or who are homebound.

- STC** ☒ If used, it may be necessary to collect the *Examiner's Manuals* after training and then redistribute them on the day of testing to ensure that all Examiners have a copy for test administration.

### 4.3 Identify Students to Be Tested

The Summer 2008 Administration of the SOL *Writing* test is designed to accommodate the following groups of students:

1. Students who will complete high school English classes that cover grades 9-11 English SOL in the summer semester.
3. Students who have failed the EOC *English: Writing* test and need it for verified credit. These students do not need to be enrolled in a summer EOC *English: Writing* class to take the test. Their participation in the test administration is optional.
4. Students eligible to graduate by August 31, 2009 are considered to be Term Graduates. If these students have not passed the EOC *English: Writing* test, they may have two opportunities in the summer administration to earn the required verified credit.
5. Students who have already left school and are returning to take the SOL EOC *English: Writing* test to earn verified credit.

It is expected that students enrolled in credit-bearing high school English classes that have covered the grades 9–11 English SOL will take the EOC *English: Writing* test. This expectation includes students with disabilities and/or limited English proficient (LEP) students. Determination as to how students with disabilities and LEP students will participate in the SOL *Writing* tests should be made in accordance with the following guidelines:

- *Limited English Proficient Students: Guidelines for Participation in the Standards of Learning Assessments*
- *Procedures for Participation of Students with Disabilities in Virginia's Accountability System*

Both of these reference documents are located at:

**[www.doe.virginia.gov/VDOE/Assessment/home.shtml](http://www.doe.virginia.gov/VDOE/Assessment/home.shtml)**

- DDOT** ☒ Review these documents carefully and provide STCs with information about whom they should contact within the division if they have questions about applying the guidelines. If you have any questions, please contact the Office of Test Administration, Scoring, and Reporting.

### 4.4 Register Students for Testing

All Students should be registered for testing as directed by the DDOT either via a Student Data Upload File or hand-entered within PEMSolutions.

- DDOT** ☒ For further instructions and details on how to submit a Student Data Upload File, please refer to the Student Data Upload File Requirements document located online within PEMSolutions at

**[www.pearsonaccess.com/va](http://www.pearsonaccess.com/va)**



**IMPORTANT:** The PEMSolutions system may NOT be available from 9:00 PM Tuesdays–6:00 AM Wednesdays and 9:00 PM Thursdays–6:00 AM Fridays for system maintenance and scheduled upgrades. Please take these weekly downtimes into consideration. If the system must be taken offline at times other than those listed above, Pearson will notify all school divisions.

- STC** ☒ Inform the DDOT if you have any new students.

#### 4.5 Determine Where Tests Will Be Administered

- STC** ☒ Make arrangements for appropriate physical conditions for testing. Testing rooms/labs should be quiet, well lighted, and well ventilated. Each student should have enough work surface for an open test booklet, an answer document, scratch paper, and any materials or supplies required for accommodations. Crowding should be minimized and seating arranged to discourage students from copying.

It may be helpful to provide Examiners with “TESTING IN PROGRESS: DO NOT DISTURB” signs to be placed on their doors.

- ☒ Students who are not in school on the school’s established SOL test date(s) must be given an opportunity to take any missed test on a make-up basis. A time and location must also be arranged for each necessary make-up session.

#### 4.6 Schedule the School’s Testing Sessions

The SOL *Writing* tests administration takes precedence over other scheduled school activities.

- STC** ☒ Schedule testing sessions to avoid interruptions by fire drills or by other school functions.
- ☒ Take into consideration that the SOL assessments are untimed tests. Approximately 75 minutes is expected to be a typical testing time for each writing test component. Some students will take longer; some students will finish early. Students should be afforded as much time as they need to complete the test.



**IMPORTANT:** Even though the SOL assessments are untimed, each component of the Writing test is to be completed in one school day. Additionally, students may not leave the testing site and subsequently return to finish the test unless their absence from the site is closely monitored to prevent interaction with other students and/or exposure to educational materials.

- ☒ Make sure that testing sessions are scheduled so that they begin early enough to allow students reasonable amounts of time to complete the test before lunch or before the end of the school day.
- ☒ Prior to the first date of testing, develop a plan to accommodate situations in which “allocated” time has elapsed but students have not yet completed the test. For example, these students could be moved to an alternate location such as a library or activity room so that they can finish the test.



**IMPORTANT:** Plans for alternate testing sites should include appropriate test security precautions. If students must be moved to an alternate testing site to complete the test, their test booklets, answer documents, scratch paper, and any other testing materials must be collected by an Examiner or Proctor prior to the move and redistributed only after the students are settled in the new site. While in transit, students must not be allowed to discuss the test with anyone or have access to educational materials.

- ☒ Administer the direct-writing component at the **same time of day to all students** in a school.

Two separate administrations of the direct-writing test at different times of the day are permissible **only** if school officials can certify to the Department of Education that there has been no contact between the students who took the direct-writing test first and the students who took the direct-writing test second. **If there are questions, the DDOT may contact the Office of Test Administration, Scoring, and Reporting.**

- ☑ Make sure that each school provides students with advance notice of the test dates and schedule.
- ☑ Schedule make-up sessions so that all testing is completed in time to meet the division's requirement for the return of materials to the DDOT and for assembly and shipment of all scorable answer documents by July 25, 2008.

#### 4.7 Select Examiners and Determine Testing Groups

- STC** ☑ Determine how students will be grouped for testing (e.g., in homerooms, in regular English classes) and which staff members will serve as Examiners.

#### 4.8 Determine the Need for Proctors and Arrange for Assistance

Testing students in large groups is **not** recommended because testing in smaller groups lessens test fear and anxiety for the student and facilitates the Examiner's ability to monitor and control the testing session. However, if it is necessary to test a large group of students, consider the addition of Proctors to the testing session.

It is best that Examiners supervise the testing of no more than 25–30 students on their own. If the group's size exceeds this, it is recommended to have one Proctor present for every 25–30 **additional** students. Regardless of the size of the group, if there is only one adult supervising the testing session, arrange with the STC to have another adult within calling distance so that an emergency, such as a student becoming ill, may be handled with minimum disruption.

- STC** ☑ In selecting Proctors, be aware that each must also sign the *School Division Personnel Test Security Agreement (Including Examiners/Proctors)* noted in Section 4.10. The use of non-school personnel as Proctors should be approached with caution. Proctors should receive the same training as Examiners.
- ☑ If Proctors are not used, arrange to have another adult within calling distance of each testing session so that an emergency situation, such as a student becoming ill, may be handled with a minimum of disruption.

#### 4.9 Review Procedures for Ensuring Test Security

- ☑ Each school division must ensure the security and accountability of all test materials from the time of receipt until all testing is completed. Secure test materials will be addressed and shipped to the DDOT, who has primary responsibility for their security. Refer to information included in all of the SOL testing manuals for procedures pertinent to security of the test environment, student electronic data files, student Pre-ID labels, and the receipt, inventory, distribution, storage, and return of test materials. Security procedures must be followed to ensure complete test security.

**WITHOUT EXCEPTION**, copies of secure test booklets and writing prompts (including Braille and large-print test booklets, Examiner copies, and audiotapes), students' Pre-ID labels, and used answer documents **must** be kept in secure, locked storage at all times when they are not in use in an actual testing session.

#### 4.10 Collect Completed *School Division Personnel Test Security Agreements (Including Examiners and Proctors)*

All persons in the school(s) who will have access to the SOL *Writing* test booklets or writing prompts must read the *Test Security Guidelines* and the *School Division Personnel Test Security Agreement (Including Examiners/Proctors)* before they are given the test booklets or prompts. **Note the Virginia General Assembly legislation regarding test security.** This security agreement requires that persons involved in

test administration exercise the necessary precautions to ensure the security of content and all test materials.

*Test Security Guidelines* and the *School Division Personnel Test Security Agreement (Including Examiners/Proctors)* are in Appendix A. These forms are included in the *Examiner's Manual* and the *2007–2008 SOL Assessments Resource Manual*, located at:

[www.doe.virginia.gov/VDOE/Assessment/home.shtml](http://www.doe.virginia.gov/VDOE/Assessment/home.shtml)

**Persons who have not signed the *School Division Personnel Test Security Agreement (Including Examiners/Proctors)* may not be allowed access to the SOL writing test booklets or writing prompts.**

- STC** ☒ Make as many copies as necessary of the security agreement forms. Do not use file photocopies from previous years.
- ☒ If applicable, ensure that all Examiners, Proctors, Interpreters, and school staff involved in transcriptions read and sign the *School Division Personnel Test Security Agreement (Including Examiners/Proctors)*.
- ☒ Forward the signed agreements to your DDOT as directed in Section 6.8. Prepare and Transmit SOL Affidavits and Forms.
- DDOT** ☒ Both the DDOT and the division's Superintendent must complete and sign the *Division Test Security Agreement* and fax to Pearson no later than July 11, 2008. The agreement, which may be photocopied, is in Appendix A.

#### 4.11 Receive and Verify Non-Secure Test Materials

Within the shipments of non-secure test materials, the boxes will contain a Pre-Pack that includes printed *Header Sheets* and paper bands, Return Materials Kit, and other ancillary materials.

##### 4.11.1 DDOT receives and verifies the division's non-secure test materials

- DDOT** ☒ Receive shipments of the **division's non-secure** test materials that will be delivered June 9–13, 2008.
- The division's shipment of Summer 2008 SOL *Writing* non-secure test materials will include the Return Materials Kit and division overages, extra copies of the *Test Implementation Manual*, *Examiner's Manual*, and EOC-level answer documents in case they are needed by any of the schools testing in the division. The cartons in this shipment will be numbered sequentially: "1 of 4," "2," "3," "4 of 4," and so on. **Blue** shipping labels will be located on the top of each box and four sides with "Division Overage" printed on all labels with the division's shipping address. The division overage materials will be shipped in **white** boxes.
- Pearson will ship to the division approximately a 15% overage of the initial order of non-secure test materials of the total quantity shipped to the schools. The following chart shows the non-secure materials to be received in the division's shipments.

| DIVISION'S OVERAGE NON-SECURE MATERIALS           |  |
|---|--|
| <input type="checkbox"/>                          | DDOT cover memorandum (on blue paper located in Box #1)  |
| <input type="checkbox"/>                          | Division level packing list (located in Box #1 labeled "Packing List Enclosed")  |
| <input type="checkbox"/>                          | Copy of each school's packing list to be received from Pearson for the shipment of non-secure materials (located in Box #1)  |
| SCORABLE RETURN MATERIALS KIT (Blue Vinyl Folder) |  |
| <input type="checkbox"/>                          | Return Instructions Memorandum   |
| <input type="checkbox"/>                          | Pearson <b>blue</b> address labels and FedEx overnight labels or K2 Logistics Bill of Lading next day shipping form for return of <b>scorable answer documents</b>           |
|   | <b>NOTE:</b> Only these labels should be used to return scorable materials. Using leftover labels from other administrations will delay results for your scorable materials. |
| DDOT PRE-PACK                                     |  |
| <input type="checkbox"/>                          | Division-specific pre-printed <i>Header Sheets</i> (for organizing answer documents for schools within the division)   |
| <input type="checkbox"/>                          | Blank <i>Header Sheets</i> (for organizing answer documents for schools outside the division)  |
| <input type="checkbox"/>                          | Paper bands packaged in sets of 10s and 5s (for securing scorable answer documents)  |
| NON-SECURE MATERIALS                              |  |
| <input type="checkbox"/>                          | <i>English: Writing Test Implementation Manual</i> (for DDOT and STC)  |
| <input type="checkbox"/>                          | <i>EOC English: Writing Test Examiner's Manual</i>   |
| <input type="checkbox"/>                          | <i>EOC English: Writing Test</i> answer documents (packaged in sets of 25s or 5s)  |
| <input type="checkbox"/>                          | Scorable materials return boxes (additional <b>new</b> shipment boxes)   |

- ☒ Non-secure materials ordered for special situation school(s) (school code – 8888 or quad 8 schools) will be packaged "bulk" and delivered to the division's address. The materials will be boxed separately but delivered at the same time as the division overage non-secure materials. The cartons in this shipment will be numbered sequentially: "1 of 4," "2," "3," and "4 of 4". Pink shipping labels will be located on the top of each box and four sides with "8888 Non-Secure Materials" printed on the labels.
- ☒ Verify **no later than 7 days after receipt of materials** that the quantities of all materials received in the non-secure shipment match those listed on the division-level packing list in Box #1 of the shipment. If this shipment appears incomplete in any way, contact the Pearson Support Center.

The sequence number (SEQ: XXXXX), unique for each shipment, is located on the address label of each carton and may be used to sort multiple shipments received on the same day. For example: The SEQ number may be used to determine which carton of "2s," "3s," etc. should be counted with the division overage shipment and which cartons should be counted with another shipment received the same day. The Sequence: XXXX is also identified in the footer on each page of the packing list that is located in Box 1 of each shipment. By comparing the SEQ number on the address label of each carton to the SEQ number on the packing list, you will be able to verify receipt of the cartons within a shipment.

- ☑ Monitor schools' receipt of non-secure test materials.
- ☑ Contact any STC who has not yet verified receipt of the school's shipment of non-secure materials by July 7, 2008.
- ☑ Fill requests for additional non-secure materials from STCs by using materials from the division's overage shipment.
- ☑ If requests for additional materials cannot be filled from the division's overage non-secure materials, order additional materials from Pearson as instructed in the cover memorandum with the initial shipment.
- ☑ If you must order extra materials through the additional order function of PEMSolutions, remember that you will order by individual item rather than by package quantity. For example, if the division wants 28 additional test booklets, enter "28" – the system will automatically calculate the need for 3 packs of 10.

### ADDITIONAL ORDERS

- There are no automatic overages included with additional items ordered; you will only receive the exact item and number of items ordered. For example, if your division wants 28 additional test booklets, enter "28" as the quantity for its additional order—the system will automatically calculate the need for 3 packs of 10.
- Additional orders will be packaged bulk and delivered to the division's bulk address.
- Additional orders for non-secure and secure materials will be shipped in separate cartons. Cartons with secure materials will be stamped, "*SECURE MATERIALS ENCLOSED*" on the shipping label.
- If the *Header Sheet* is ordered as an additional order, it will not be pre-printed with division name and code or school name and code.

- ☑ The division's **non-secure** materials included in the division **overage** represent approximately 15% of the total quantity ordered by the division.

The division's **secure overage** materials for *main* multiple-choice test forms represent approximately 10% of the total number of secure materials ordered by the division. The overage quantities of the *alternate* multiple-choice forms represent approximately 10% of the total tests ordered by the school division.

Schools' cartons will contain the exact quantity of Special Test Forms Kits (Braille and large-print kits with or without audiotapes and regular audiotapes) ordered for eligible students. No overage is provided for special forms materials.

- ☑ Retain all dual-purpose cartons in which materials are shipped because they may be used to return non-scorable secure materials to Pearson, Iowa City, IA.



**IMPORTANT:** All non-secure materials ordered for "special situation school(s)" (school code = 8888) will be packaged together and delivered to the division's address. These boxes will be delivered separately June 9 - 13, 2008. The cartons in this shipment will be numbered sequentially: "1 of 4," "2," "3," "4 of 4" and so on. The **blue** shipping labels will be located on the top of each box and four sides with "8888 Non-Secure Materials Special Situation" printed on the labels.



**4.11.2 STC receives and verifies the school's non-secure test materials**

Pearson will ship non-secure testing materials to the division's address. Cartons will be packaged by school based on how the materials were ordered within PEMSolutions.

- STC** ☒ Receive shipments of the **school's non-secure** test materials from the DDOT.

The school's shipment of Summer 2008 SOL writing non-secure test materials will include the STC Pre-Pack (blank *Header Sheets*—used for schools within and outside the division and paper bands), copies of the *Test Implementation Manual*, *Examiner's Manuals* and answer documents. The cartons in this shipment will be numbered sequentially: "1 of 4," "2," "3," "4 of 4," and so on. The **blue** shipping labels will be located on the top of each box and four sides with school's name and shipping address.

These materials are scheduled to arrive 4 weeks in advance of test administration and may be used in the training of Examiners and Proctors.

Pearson will ship to schools approximately 5% overage of the total quantity of initial orders of non-secure test materials. The following chart shows the non-secure materials to be received in the school's shipments.

| SCHOOL'S NON-SECURE MATERIALS |  |
|-------------------------------|--|
| <input type="checkbox"/>      | STC cover memorandum (on yellow paper located in Box #1)   |
| <input type="checkbox"/>      | School level packing list (located in Box #1 labeled "Packing List Enclosed")                            |
| STC PRE-PACK                  |  |
| <input type="checkbox"/>      | Blank <i>Header Sheets</i> (for organizing answer documents for schools within and outside the division) |
| <input type="checkbox"/>      | Paper bands packaged in sets of 10s (for securing scorable answer documents)                             |
| NON-SECURE MATERIALS          |  |
| <input type="checkbox"/>      | <i>English: Writing Test Implementation Manual</i> (for DDOT and STC)                                    |
| <input type="checkbox"/>      | <i>EOC English: Writing Test Examiner's Manual</i>   |
| <input type="checkbox"/>      | <i>EOC English: Writing Test</i> answer documents (packaged in sets of 25s or 5s)                        |
| <input type="checkbox"/>      | Scorable materials return boxes (additional new shipment boxes)  |

- ☒ Verify **no later than 7 days after receipt of materials** that the quantities of all materials received in the non-secure shipment match those listed on the school-level packing list in Box #1 of the shipment. If this shipment appears incomplete in any way, contact your DDOT.

**4.12 Receive and Verify Pre-ID Labels**

For any student record that is registered for a *Writing* test within PEMSolutions, Pearson will provide a unique label to apply to each student's SOL answer document. Student records that are marked "Term Graduate" in PEMSolutions will result in two Pre-ID labels automatically generated.

The Pre-ID label will carry the following:

- Student Name (Last, First, Middle Initial)
- Date of Birth (DOB)
- Division Code – School Code
- School Name
- Grade
- Pre-ID Number (Pearson use only, located below the barcode)
- State Testing Identifier (STI)
- Gender

- Ethnicity (ETH)
- Disability (DIS)
- LEP Status (LS)
- LEP Proficiency (LP)
- Administration Date and Name

#### 4.12.1 DDOT receipt and verification of school's Pre-ID labels

- ☒ Receive initial shipment of the school division's Pre-ID labels beginning the week of June 23, 2008. Afterwards, additional Pre-ID labels for new records added, revision to a student's test code, or records corrected will be delivered weekly through the week of July 21, 2008.

Pre-ID labels will be packaged by school in an envelope or a box and shipped to the division. Each package will be labeled with the school's name and code. The school packages may be assigned to a larger box. Pearson will supply a *Shipment Package Locator* that will assist in finding a school's package of Pre-ID labels within the division's shipment. Each carton of Pre-ID labels will be numbered sequentially ("1 of 4," "2," "3," "4 of 4," and so on). The **red** mailing labels will be located on the top of each box and four sides.

| DIVISION PRE-ID MATERIALS |   |
|---------------------------|---|
| <input type="checkbox"/>  | DDOT Cover Memorandum (on blue paper located in Box #1)   |
| <input type="checkbox"/>  | Division Packing List and Shipment Package Locator (located in Box #1 labeled "Packing List Enclosed")  |
| <input type="checkbox"/>  | Copy of each School's Packing List for the shipment of <i>Writing</i> Pre-ID labels (located in Box #1) |

| SCHOOLS PRE-ID MATERIALS (Packed by School) |  |
|---|--|
| <input type="checkbox"/>                    | School Packing List (located in the box labeled "Packing List Enclosed") |
| <input type="checkbox"/>                    | One set of Summer 2008 <i>Writing</i> Pre-ID labels                      |

- ☒ **Upon receipt:**
- Check to make sure that no cartons have been broken or opened in transit
  - Reference the *Shipment Package Locator* to verify all cartons have arrived for all schools that have students registered in PEMSolutions to take a *Writing* test
- ☒ Carefully review your copy of each school's Pre-ID labels packing list (contained in Box #1 of the division shipment).
- ☒ If a school's shipment appears incomplete in any way, contact the Pearson Support Center.

#### 4.12.2 DDOT distribution of *Writing* Pre-ID labels to schools

- DDOT**
- ☒ Deliver each school's envelope or carton(s) of Pre-ID labels to the STC before testing and if applicable, through the week of July 21, 2008.
  - ☒ Provide the STC directions for verifying their school's order of Pre-ID labels.
  - ☒ Provide STCs the division's timeframe and procedures for preparing students' answer documents with the Pre-ID labels (Appendix E).



### 4.12.3 STC receipt and verification of school's Pre-ID labels

**STC**

- ☒ Receive the school's envelope or carton(s) of Summer 2008 *Writing* Pre-ID labels from the DDOT.

The *Writing* Pre-ID labels will be sorted in the following order:

- School (by school code)
- Level/Subject (i.e., EOC *English: Writing*)
- Group Name (if supplied)
- Student's Last Name (alphabetical order)

A page break will occur when the Group Name changes, if supplied. A banner title that includes division code, school code, level/subject, and group name (if provided) will be printed on the top two labels when one of these page breaks occurs.

- ☒ Immediately upon receipt of the school's Pre-ID labels, inventory all materials against the *School Packing List/Transmittal Form* for the shipment.
- ☒ Verify that the number of envelopes conveyed on the *School Packing List/Transmittal Form* is indeed correct before signing this form.
- ☒ Follow procedures for preparing the students' answer documents with the Pre-ID labels as directed by your DDOT.
- ☒ If you discover a shortage or discrepancy in the shipment of Pre-ID labels, contact your DDOT immediately.
- ☒ Prior to testing, keep the envelope(s) of Pre-ID labels and/or prepared answer documents with Pre-ID labels in a locked location accessible only to you and the school principal.

### 4.13 Determine a Method for Completing the Identification Information on the Student Answer Documents

The EOC *English: Writing* test's answer documents include demographic Sections 1 and 2 that must be completed for the Summer 2008 *Writing* Test Administration. Samples of the answer documents are in Appendix E and are also included in the *Examiner's Manual*.

The STC, in consultation with the DDOT, should determine the process that will be used in the school for completing the demographic sections of each student's answer document. Incorporate this method into the training of Examiners and Proctors.

### 4.14 Coding of Student Demographic Information



**IMPORTANT:** If students' answer documents are submitted WITH Pre-ID labels, information in Fields B through E should NOT be completed. Any information coded in these fields will not be read by the scanner. If students' answer documents are submitted WITHOUT a Pre-ID label, Fields B through E MUST be completed. A designated adult must complete Field E, State Testing Identifier, before answer documents are submitted for scoring.

All student data uploaded into PEMSolutions using the Student Data Upload procedures may be viewed and/or edited on the appropriate screens in PEMSolutions.

Review the information below and be aware of all required student demographic information that is to be completed on the answer documents before or during testing.

#### 4.14.1 Field A—STUDENT IDENTIFYING INFORMATION

(Complete if Pre-ID labels are used or not available.)

Field A should be completed with identifying information to include student name, teacher, school, school division, gender, grade, and date of birth. This field may be completed by the

students, but to enhance accuracy, Examiners or other adults may be instructed to complete this information before testing.

### **Fields B, C, and D—STUDENT NAME, DATE OF BIRTH, AND GENDER**

(Complete if Pre-ID labels are not available.)

Fields B, C, and D are to be completed with identifying information to include student name, date of birth, and gender. These fields may be completed by the students, but to enhance accuracy, Examiners or other adults may be instructed to complete this information before testing.

#### **4.14.2 Field E—STATE TESTING IDENTIFIER (STI)**

(Complete if Pre-ID labels are not available.)

Examiners or other adults should be encouraged to complete this information prior to student testing. To ensure that the student is distributed his/her answer document, the student's name must be written in Field A, immediately after completing the STI.

All answer documents submitted for scoring must have an STI. The STI is a unique, permanent, 10-digit testing number assigned to each student by the state through the Education Information Management System (EIMS). If your division has submitted a Student Data Upload file, the 10-digit number will be printed on the Pre-ID label. To obtain the STI for students in the division, the DDOT should consult with the division's EIMS Project Manager. If necessary, the DDOT will provide STCs the students' STI to be hand-entered before bundling the answer document for return to the DDOT.

#### **4.14.3 Field F—MC FORM and Field G—PROMPT NUMBER**

Fields F and G may be completed by students, Examiners, or other adults.

FIELD F, MC Form, is to be completed with the form number of the multiple-choice test booklet that the student is administered. To assist in the identification of test forms, the complete form number printed on the test booklet indicates the following: test level (EOC), subject test code (3-digit number), followed by a dash (-), a "W" and four numbers. However, **only** the last four numbers must be entered on the answer document.

On EOC answer documents, the first column of Field F is pre-coded with a "W." The other four columns should be completed with the last four digits of the form number that is printed on the front cover of the test booklets.

FIELD G, Prompt Number, is to be completed with the 4-digit prompt number that appears near the top of the student's writing prompt sheet.

Following each administration, Examiners should verify that the multiple-choice test form number written and coded in Field F and the 4-digit writing prompt number written and coded in Field G match the test booklet and writing prompt sheet that bear the student's name.



**IMPORTANT:** Correct completion of Field F (MC Form), and Field G (Prompt Number), is essential for correct and accurate scoring.

### **4.15 Receive and Verify Secure Test Materials**

#### **4.15.1 DDOT receipt and verification of schools' secure materials**

**DDOT** ☒ Receive shipments of the **schools' secure** test materials that will be delivered during the week of June 23, 2008.

Each school's cartons of secure test materials will be numbered sequentially ("1 of 4," "2," "3," "4 of 4," and so on) but may not begin with Box #1. **Pink** labels will be located on the top of each box and four sides. The school name will appear on the Pearson label on each box. Each school's cartons will include the school's assigned main multiple-choice test booklets and main direct-writing prompts. A small supply of EOC alternate prompts for make-up testing will be included in this shipment; however, the EOC alternate forms for testing irregularities should be provided to STCs upon request from the division's overage shipment of secure materials.

The following chart shows the shipment of schools' secure materials to be received at the division office.

| SCHOOLS' SECURE TEST MATERIALS<br>EOC<br>(Packed by School) |   |
|---|---|
| <input type="checkbox"/>                                    | The School Packing List/Transmittal Form (located in box labeled "Packing List Enclosed")   |
| <input type="checkbox"/>                                    | EOC multiple-choice test booklets and writing prompts ( <b>main forms/prompts</b> ) in packs of 10s, includes the <i>Assembly ID Sheet</i>  |
| <input type="checkbox"/>                                    | EOC writing prompt sheets (only a small quantity of <b>alternate prompts</b> to be used for make-up testing) in packs of 10s, includes the <i>Assembly ID Sheet</i>   |
| <input type="checkbox"/>                                    | EOC Large-Print Test Booklet Kit(s)* ( <b>main form</b> ) includes <i>Assembly ID Sheet</i> , Large-Print Test Booklet, Examiner's copy—Test Booklet, and Answer Documents                                  |
| <input type="checkbox"/>                                    | EOC Large-Print Test Booklet Kit(s)* with Audio ( <b>main form</b> ) includes <i>Assembly ID Sheet</i> , Large-Print Test Booklet, Examiner's copy—Test Booklet, and Answer Documents                       |
| <input type="checkbox"/>                                    | EOC Large-Print Prompt Kit(s)* ( <b>main prompt</b> ) includes <i>Assembly ID Sheet</i> , Large-Print Prompt, and Examiner's copy—Prompt  |
| <input type="checkbox"/>                                    | EOC Large-Print Prompt Kit(s)* with Audio ( <b>main prompt</b> ) includes <i>Assembly ID Sheet</i> , Large-Print Prompt, Examiner's copy—Prompt   |
| <input type="checkbox"/>                                    | EOC Braille Test Booklet Kit(s)* ( <b>main form</b> ) includes <i>Assembly ID Sheet</i> , Braille Test Booklet, Examiner's copy—Test Booklet, Answer Document, and extra sheets of Braille paper            |
| <input type="checkbox"/>                                    | EOC Braille Test Booklet Kit(s)* with Audio ( <b>main form</b> ) includes <i>Assembly ID Sheet</i> , Braille Test Booklet, Examiner's copy—Test Booklet, Answer Document, and extra sheets of Braille paper |
| <input type="checkbox"/>                                    | EOC Braille Prompt Kit(s)* ( <b>main prompt</b> ) includes <i>Assembly ID Sheet</i> , Braille Prompt, Examiner's copy—Prompt, and extra sheets of Braille paper   |
| <input type="checkbox"/>                                    | EOC Braille Prompt Kit(s)* with Audio ( <b>main prompt</b> ) includes <i>Assembly ID Sheet</i> , Braille Prompt, Examiner's copy—Prompt, and extra sheets of Braille paper                                  |
| <input type="checkbox"/>                                    | EOC Regular-Audio Test Booklet Kit(s)* ( <b>main form</b> ) includes <i>Assembly ID Sheet</i> , Test Booklet, Answer Documents, and Audio Tape  |
| <input type="checkbox"/>                                    | EOC Regular-Audio Prompt Kit(s)* ( <b>main prompt</b> ) includes <i>Assembly ID Sheet</i> , Prompt, and Audio Tape  |

**\*Do not break open kits.**

☒ **Upon receipt:**

- Check to make sure that no cartons have been broken or opened in transit.
  - Reference the Pallet Detail (*Shipment Package Locator*) to verify all cartons have arrived for all schools for which materials were ordered for the Summer 2008 *Writing Test Administration*.
- ☒ Carefully review your copy of each school's secure materials packing list (contained in Box #1 of the division's overage shipment).
- ☒ Forward a copy of the packing list to the school so that the STC can inform you promptly if additional materials are needed.
- ☒ If you have not received all cartons for all schools by July 2, 2008, or if a school's shipment appears incomplete in any way, contact the Pearson Support Center.

#### **4.15.2 DDOT receipt and verification of division overage of secure materials**

**DDOT** ☒ Receive the **division overage** of secure materials during the week of June 23, 2008.

The division overage of secure materials will be shipped in **white** boxes. The **pink** shipping labels will be located on the top of each box and four sides with the division name printed on all labels.

This shipment will include overage quantities of secure **main** EOC multiple-choice test booklets and writing prompts in the event they are needed by any of the schools in your division. The **alternate forms** may be used for irregularities that require retesting or for EOC Term Graduates who will take both multiple-choice forms. The **alternate prompts** may be used for make-up testing, irregularities, or EOC Term Graduates who will respond to both prompts.

Overage quantities of the **main** multiple-choice forms/writing prompts will equal approximately 10% of the division's initial orders.

Overage quantities of the **alternate** multiple-choice forms/writing prompts will equal approximately 10% of the division's initial orders.

The cartons in the overage shipment will be numbered sequentially "1 of 4," "2," "3," "4 of 4," and so on, and include items in the following chart.

| DIVISION'S OVERAGE OF SECURE MATERIALS   |  |
|--|--|
| <input type="checkbox"/>   | DDOT cover memorandum (on blue paper in Box #1 labeled "Packing List Enclosed")  |
| <input type="checkbox"/>   | <i>Division Overage Packing List, Pallet Detail (Shipment Package Locator), and the Division Receipt Verification Form</i> (located in Box #1)   |
| <input type="checkbox"/>   | Copy of each school's packing list to be received from Pearson for the shipment of secure writing materials  |
| NON-SCORABLE RETURN MATERIALS KIT  |  |
| <input type="checkbox"/>   | Return Instructions Memorandum   |
| <input type="checkbox"/>   | Pearson <b>green</b> address labels and FedEx and K2 Logistics Ground Labels for return of secure non-scorable test materials  |
| <b>NOTE:</b> Only these labels should be used to return scorable materials. Using leftover labels from other administrations will delay results for your scorable materials. |  |
| SECURE MATERIALS   |  |
| <input type="checkbox"/>   | EOC multiple-choice test booklets and writing prompt sheets ( <b>main forms/prompts</b> ) in packs of 10s including the <i>Assembly ID Sheet</i>   |
| <input type="checkbox"/>   | EOC multiple-choice test booklets and writing prompt sheets ( <b>alternate forms/prompts</b> ) in packs of 10s including the <i>Assembly ID Sheet</i> (to be used for make-up testing and irregularities). |

- ☒ Verify no later than 7 days after receipt of materials that the quantities of all materials received match those listed on the *Division Overage Packing List*. For further detail, you may also use the *Division Receipt Verification Form*. Keep these forms on file for your records.
- ☒ If needed, order additional testing materials via PEMSolutions. Pearson will make every effort to deliver additional orders to you as quickly as possible.
- ☒ Additional orders will be packaged "bulk" and delivered to the division's bulk address. (See note on additional orders in Section 4.11.1).
- ☒ If you must order extra materials through the additional orders function of PEMSolutions, remember that you will order by individual item rather than by package quantity. For example, if the division wants 28 additional test booklets, enter "28" – the system will automatically calculate the need for 3 packs of 10.



**IMPORTANT:** All **secure** materials ordered for "special situation schools" will be packaged together and delivered to the division's address. These cartons will be boxed separately but delivered at the same time as the division overage for secure materials. The cartons in this shipment will be numbered sequentially: "1 of 4," "2," "3," "4 of 4," and so on, but may not begin with Box #1. **Pink** shipping labels will be located on the top of each box and four sides with "8888 Secure Materials Special Situation" printed on them.

### 4.15.3 DDOT distribution of secure materials to schools

- DDOT**
- ☑ Deliver each school's carton(s) of Summer 2008 *Writing* secure materials (Regular Test Forms/Prompts and Special Test Forms/Prompts Kits) to the STCs no more than 96 hours (four school days) before the first administration of the SOL *Writing* tests.
  - ☑ You may use the Summer *Writing Secure Test Materials School Packing List/Transmittal Form* and *Division Receipt Verification Form* (located in Box #1 of the division overage materials) to verify the delivery of secure materials to schools (Sample in Appendix B).
  - ☑ If necessary, you may break packages of test booklets/prompts in order to distribute them more efficiently to the STCs. Photocopy the package *Assembly ID Sheet* and write the new quantity of test booklets/prompts on the copy. Each divided set must have an *Assembly ID Sheet*. NOTE: Give special attention to prompt sheets to ensure that the security of the prompt is maintained at all times.
  - ☑ Maintain the security of the test booklets/prompts at all times.
  - ☑ Ask each STC to inventory the school's secure materials. The STC must report any shortages or discrepancies to the DDOT immediately.
  - ☑ For **writing multiple-choice test booklets**, the package *Assembly ID Sheet* shows a barcode with a unique number (used by Pearson for tracking secure materials), level, name of subject area test, test form number, and quantity of test booklets contained in the package. Test booklets will arrive in packages of 10s.
  - ☑ For **direct-writing prompts**, the package *Assembly ID Sheet* will show the 4-digit prompt number and a quantity of 10 prompts in the package.
  - ☑ For Special Test Forms Kits, the package *Assembly ID Sheet* shows a barcode with a unique number (used by Pearson for tracking secure materials), level, and name of subject area test.

**NOTE:** The quantity of packages received must match the quantity shown on the *School Packing List/Transmittal Form*.

## 4.16 Receive and Verify Schools' Secure Test Materials

### 4.16.1 STC receipt and verification of schools' secure materials

- STC**
- ☑ Receive the schools' carton(s) of secure SOL *Writing* test materials from your DDOT no earlier than 96 hours (four school days) before testing is to begin.
  - ☑ The school's delivery will include materials listed in Section 4.15.1.
  - ☑ Verify that the number of cartons conveyed by the *School Packing List/Transmittal Form* is indeed correct before signing this form. (Sample in Appendix B)
  - ☑ Immediately upon receipt of the school's secure materials, inventory all materials against the *School Packing List/Transmittal Form* located in the first box of this shipment.
  - ☑ If you have students who will take the Braille, large-print, or audiotape versions of the *Writing* test, make sure that you have received these special test materials from your DDOT.
  - ☑ Do not open shrink-wrapped packages to complete this inventory; however, test booklet and writing prompt sheet counts should be obtained by multiplying the number of packages by the package counts.

- ☑ If necessary, you may receive partial packages of test booklets/prompts from your DDOT in order to distribute them more efficiently. The partial packages will have a photocopy of the package *Assembly ID Sheet* with the new quantity of test booklets/prompts written on the copy. Each divided set must have an *Assembly ID Sheet*.
- ☑ Take special care to maintain the security of the test booklets/prompts at all times.
- ☑ **If you discover a shortage or discrepancy in secure testing materials, contact your DDOT immediately.**
- ☑ Keep the carton(s) of SOL secure test materials in a locked location accessible only to you and the school principal.

## 5. SPECIFIC DUTIES OF THE DDOT/STC: DURING TESTING

### 5.1 Maintain a Contingency Plan

Be prepared to coordinate and monitor adjustments in each school's testing schedule if inclement weather or other unforeseen events threaten or force school closures.

#### 5.1.1 July 14 or 15, 2008 – multiple-choice component (main form)

- ☒ **If school openings are delayed or early dismissal is possible/likely:**
  - Do not begin testing unless you are confident that all scheduled testing sessions can be completed within the anticipated school day.
  - If testing has already begun and school is dismissed during a testing session, the DDOT should immediately contact the Virginia Department of Education, Office of Test Administration, Scoring, and Reporting.
  - If you are unsure whether a scheduled testing session can be completed, the best course of action would be to postpone the session. Students who begin a test and cannot complete it will need to re-test with an alternate form. Retesting must be approved by the Department of Education.
- ☒ **If schools are closed:**
  - The DDOT should immediately notify the Office of Test Administration, Scoring, and Reporting. Be sure to advise to the best of your knowledge when schools will re-open. On the next anticipated full day of school (with the exception of July 16), students need to be administered the multiple-choice component.

**Exception:** If the next full day of school will be July 16, the direct-writing component should be administered as scheduled that day, and administration of the multiple-choice component should be postponed until July 17. If this occurs, make certain that Examiners and Proctors know to be especially vigilant in ensuring that students do not go back to edit, complete, or otherwise alter their direct-writing response when they should be working on the multiple-choice component.

#### 5.1.2 July 16, 2008—direct-writing component (main prompt only)

- ☒ **If school openings are delayed or an early dismissal is possible/likely:**
  - Do not begin testing unless you are confident that all scheduled testing sessions can be completed within the anticipated school day.
  - If testing has already begun and school is dismissed during a testing session, the DDOT should immediately call the Office of Test Administration, Scoring, and Reporting.
- ☒ **If schools are closed:**
  - The DDOT should immediately notify the Office of Test Administration, Scoring, and Reporting. Be sure to advise to the best of your knowledge when schools will re-open.
  - The Office of Test Administration, Scoring, and Reporting will decide on a case-by-case basis (depending upon the extent of closings and the specific locations affected) which direct-writing prompt is to be administered and the date for which the postponed testing session(s) will be rescheduled.

If the division has additional questions regarding these procedures, the DDOT should call the Office of Test Administration, Scoring, and Reporting.



## 5.2 Administration Audits

Audits will not be conducted during the *Summer 2008 Writing Test Administration*.

## 5.3 Coordinate the School's Administration of the Multiple-Choice Component (July 14 or 15, 2008)

### 5.3.1 STC conducts check-out of secure test materials to Examiners

- STC** ☒ On July 14 or 15, 2008, check out the SOL *Writing* tests booklets to Examiners.
- ☒ Review a sample of the *Assembly ID Sheet* (Appendix B) that will be included in the packages of test booklets. An *Assembly ID Sheet* shows a package number unique to the test booklets contained in that package and form numbers of the test booklets contained in that package.
- ☒ Remind Examiners that upon opening a package, **but before distributing its contents to students**, they must count the number of test booklets contained in the package and complete the package's *Assembly ID Sheet*, checking off the applicable statement.
- If an Examiner must open more than one package of test booklets, an *Assembly ID Sheet* in each package must be completed. Examiners must return all *Assembly ID Sheets* to you, along with all test booklets, immediately after the testing session has concluded.
- ☒ If necessary, you may break packages of test booklets in order to distribute them more efficiently to the Examiners. Photocopy the package *Assembly ID Sheet* and write the new quantity of test booklets on the copy. Each divided set must have an *Assembly ID Sheet*.
- ☒ Maintain the security of the test booklets at all times.
- ☒ Ensure that each Examiner has the following test materials:
- *Summer 2008 EOC English: Writing test Examiner's Manual*
  - *EOC English: Writing* Multiple-choice test booklets
  - *EOC English: Writing* test Answer documents
  - Supply of scratch paper
  - "TESTING IN PROGRESS: DO NOT DISTURB" sign, if available

### 5.3.2 Monitor test administration of the multiple-choice component

- DDOT** ☒ Ensure that all secure materials are being handled properly by both STCs and Examiners.
- ☒ Be available to STCs for questions and problem resolution during the administration of the multiple-choice component.
- STC** ☒ Monitor the administration of the EOC English: *Writing* test multiple-choice component while it is being conducted in your school.
- ☒ Be actively involved in test administration by carefully supervising the procedures described in this manual and the *Examiner's Manual*.
- ☒ Be available to answer questions and resolve problems as they arise.
- ☒ Students may not leave the testing site and subsequently return to finish the test unless their absence from the site is closely monitored to prevent interaction with other students and/or access to educational materials.
- ☒ If students are moved to an alternate testing site to complete their tests, their testing materials must be collected by the Examiner or Proctor prior to the move and redistributed only after the students are settled in the new location. While in transit, students must not be allowed to discuss the test with anyone or have access to educational materials.

### 5.3.3 Identify and resolve testing irregularities

A testing irregularity is any occurrence that may inappropriately influence a student's performance.

The *Examiner's Manual* instructs Examiners to **immediately** report any testing irregularities to their STCs. The DDOT may be called upon to resolve or mediate suspected or reported irregularities. There may be times when the DDOT will need to consult with the Department of Education staff regarding proper resolution of a testing irregularity.

| Examples of testing irregularities include but are not limited to:  |
|---|
| • A student becomes ill during testing.   |
| • A student is observed cheating during the testing session.  |
| • An Examiner or another adult provides improper assistance to a student.   |
| • Testing accommodations specified in a student's IEP, 504 Management Plan, or <i>LEP Student Assessment Participation Plan</i> are not provided.         |
| • A student is provided an accommodation that is not specified in her/his IEP, 504 Management Plan, or <i>LEP Student Assessment Participation Plan</i> . |
| • An excessive disturbance or disruption occurs during the testing session.   |
| • A student's test booklet, writing prompt, or used answer document is missing.   |
| • Any unused/unassigned test booklet or writing prompt is missing.  |

- ☑ All testing irregularities must be recorded and reported based on the *Testing Irregularity Web Application System* (TIWAS) and as directed by the DDOT. The User's Guide will provide step-by-step instructions for accessing the TIWAS to report the division's testing irregularities. The User's Guide is located at

**[www.doe.virginia.gov/VDOE/Assessment/TestIrregularity/](http://www.doe.virginia.gov/VDOE/Assessment/TestIrregularity/)**

This Website also has information for training purposes, including a PowerPoint presentation that provides an overview of the system as well as specific information for accessing the training location.

- ☑ The TIWAS can be accessed through the Single Sign-on for Web Application Systems (SSWS) provided by the VDOE. The web address for SSWS is as follows:

**<https://t1pe.doe.virginia.gov/ssws>**

- ☑ Access to the TIWAS must be given to the DDOT, STC, and any other appropriate personnel by the Account Manager in your division for the SSWS as directed by the DDOT. You may already have access to the SSWS for other applications and will need the Account Manager to add Testing Irregularities as an available application.
- ☑ DDOTs may have the STCs enter irregularities directly into the TIWAS or may have them document incident(s) on the *Test Irregularity Form* in Appendix F. All testing irregularities should be submitted to the DDOT within 24 hours of occurrence.
- ☑ If irregularities are reported to the DDOT on the irregularity form, the DDOT or designee will be responsible for entering them into TIWAS.

### 5.3.4 Reporting problems on SOL tests/prompts

The following are procedures for reporting problems/errors on the SOL writing prompts/test items to the Virginia Department of Education's Office of Test Administration, Scoring, and Reporting.

- ☑ Examiners/Proctors should report problems or suspected errors to the STC who, in turn, should contact the DDOT. Items should be identified by the test name, level, prompt or form number, and item position number. Any information related to test items and prompts should not be communicated via e-mail. Examiners and Proctors are not to discuss test items or prompts with each other or with students under any circumstances

- ☑ If during the test, a student reports that an item contains an error, the Examiner should record the subject area, level, form number, and item number, and indicate that the student's concern will be reported to the central office, but under no circumstances should the item be discussed with the student.
- ☑ Provide directions to Examiners and Proctors regarding proper responses to student questions about test items or prompts. For example, if a student says, "I don't understand this item," the Examiner should respond, "I can't discuss the items with you, but maybe it would help to return to the item later." If the question refers to the prompt, say only, "Read the topic carefully and write a short paper about it." If, after testing is complete, a student asks to discuss a test question or writing prompt, the Examiner, Proctor, or teacher should remind the student that test questions and prompts cannot be discussed.
- ☑ Only the DDOT should notify the Virginia Department of Education's Office of Test Administration, Scoring, and Reporting of any reported errors or concerns by phone, by fax, or via the Single Sign-on for Web Systems (SSWS). If using the SSWS to report an error on a secure test item/prompt, upload the file via the Virginia Department of Education Dropbox application.
- ☑ The Virginia Department of Education will investigate. If an error is found, the DDOT will be notified.

### 5.3.5 Check in test materials at the end of each testing session

The *Examiner's Manual* instructs Examiners to return test materials to the STC as soon as the test session is completed or to store the materials until the end of the school day in a secure location that is inaccessible to students.

**All test materials must be returned to the STC and checked in no later than the end of the school day.**

- STC** ☑ Ensure that all test materials are returned to you no later than the end of the test administration day.
- ☑ When the test materials are returned, verify the receipt of all materials using the information in Section 6.1, Receive All Testing Materials from Examiners.
  - ☑ Count the test booklets and initial the *Examiner's/Proctor's Test Booklet Transmittal Form/Affidavit* (located in the *Examiner's Manual*) or another such form to verify that all test booklets and answer documents have been returned. Immediately report any missing test booklets to the DDOT. Missing testing materials must be documented in the TIWAS or on the *Test Irregularity Form* in Appendix F.
  - ☑ Verify that all answer documents have been returned. As you place the answer documents in a secure location, remember that they will be needed for the administration of the direct-writing component on July 16, 2008.
  - ☑ Examiners may be allowed to retain the *Examiner's Manuals* to administer the direct-writing component.

## 5.4 Coordinate the School's Administration of the Direct-Writing Component (July 16, 2008)

### 5.4.1 STC conducts check-out of secure test materials to Examiners

- STC** ☑ If applicable, point out to Examiners that she or he must give special attention to the package's *Assembly ID Sheet* to verify that the appropriate EOC writing prompts are distributed to students.

- ☑ On July 16, 2008, check out unopened packages of writing prompts to Examiners.
- ☑ As determined locally, check out unopened packages of writing prompts to Examiners who are administering the alternate prompt to Term Graduates who are eligible for second opportunity testing or those students who were absent and need a make-up. **NOTE: Make-up tests may be administered on other day(s) within the division's schedule.**

The Examiner must not open the sealed packages of writing prompts more than 30 minutes before the direct-writing testing session. Examiners must also count the number of prompts contained in each opened package and complete the *Assembly ID Sheet* supplied in each package.

- ☑ Ensure that each Examiner has the following test materials:
  - Summer 2008 *English: Writing Examiner's Manual* (This may not be necessary if Examiners have kept their manuals since the conclusion of the testing session for the multiple-choice component.)
  - Unopened packages of writing prompts
  - EOC *English: Writing* test answer documents
  - Dictionaries (without a thesaurus section)
  - Supply of scratch paper
  - "TESTING IN PROGRESS: DO NOT DISTURB" sign, if available



**IMPORTANT:** For the SOL Writing test, each student is to complete only ONE answer document. The answer document that each student used for the multiple-choice component must be the same answer document given to her or him for the direct-writing component.

#### 5.4.2 Monitor test administration of the direct-writing component

- DDOT** ☑ Ensure that all secure materials are being handled properly by both STCs and Examiners. Be available to STCs for questions and problem resolution during the administration of the direct-writing component.
- STC**
  - ☑ Monitor the administration of the direct-writing component while it is being conducted in the school.
  - ☑ Be actively involved in test administration by carefully supervising the procedures described in this manual and the *Examiner's Manuals*.
  - ☑ Be available to answer questions and resolve problems as they arise.
  - ☑ Students may not leave the testing site and subsequently return to finish the test unless their absence from the site is closely monitored to prevent interaction with other students and/or access to educational materials.
  - ☑ If students are moved to an alternate testing site to complete their tests, their testing materials must be collected by the Examiner or Proctor prior to the move and redistributed only after the students are settled in the new location. While in transit, students must not be allowed to discuss the test with anyone or have access to educational materials.

#### 5.4.3 Identify and resolve testing irregularities

The *Examiner's Manuals* instruct Examiners to immediately report any testing irregularities to the STC. See Section 5.3.3 of this manual for a list of possible testing irregularities and the procedure for handling them if they occur.

#### 5.4.4 Check in test materials at the end of each testing session for the direct-writing component

The *Examiner's Manuals* instruct Examiners to return test materials to the STC as soon as the test session is completed or to store the materials until the end of the school day in a secure location that is inaccessible to students.

- STC**
- ☒ Ensure that all test materials are returned to you no later than the end of the test administration day.
  - ☒ When the test materials are returned, verify the receipt of all materials using the information in Section 6.1, Receive All Testing Materials from Examiners.
  - ☒ You may count the writing prompts and initial the *Examiner's/Proctor's Writing Prompt Transmittal Form/Affidavit* (located in the *Examiner's Manual*) or another such form to verify that all writing prompts and answer documents have been returned. Immediately report any missing writing prompts to the DDOT. Missing testing materials must be documented in the TIWAS or on the *Test Irregularity Form* in Appendix F.
  - ☒ Place the answer documents in a secure location.

#### 5.5 Make-up Testing Sessions

Students who are absent on July 14 or 15, 2008, and/or July 16, 2008, must be provided with an opportunity to take the EOC *English: Writing* test component(s) they missed. All make-up sessions must be completed in time for the DDOT to ship all EOC answer documents by July 25, 2008.

- STC**
- ☒ Verify the local testing window for make-up testing sessions with the DDOT.

#### 5.6 Testing Materials for Make-up Sessions

For make-up sessions of the multiple-choice component, students will use a test booklet from the school's original distribution of main materials. However, students who miss the July 16, 2008, direct-writing administration will **not** write to the same writing prompt used statewide on July 16. Instead, students taking the make-up direct-writing component will write to the alternate prompt (see Section 5.7).

A supply of alternate prompts for make-up testing is provided in the school's initial secure delivery and the division overage secure materials.

- STC**
- ☒ If necessary, obtain testing materials from the DDOT.

#### 5.7 STC Conducts Make-up Sessions

- STC**
- ☒ Every student who is absent on the regular test date(s) must be given an opportunity to take the missed test(s), provided the make-up sessions are within the testing window. All make-up sessions must be completed in time to submit materials to meet the local deadlines set by the DDOT.
  - ☒ Schedule make-up sessions as necessary and secure appropriate numbers of Examiners and Proctors for these sessions.
  - ☒ For make-up sessions of the multiple-choice EOC testers, including Term Graduates/second-opportunity testing, use a test booklet from the school's initial delivery. However, for irregularities that require retesting for the multiple-choice writing component, you must request the **alternate forms** from your DDOT. A small supply of alternate multiple-choice forms, for EOC testers including Term Graduates, is included in the school's secure shipment.
  - ☒ For make-up sessions of the direct-writing component, including Term Graduates/second-opportunity testing, use an **alternate prompt** from the school's initial delivery.

- ☑ After make-up sessions have been completed, bundle the answer document of each student who has taken a make-up test with the answer documents used by students in her/his regular classroom.

## **5.8 After Testing Sessions – Examiners' Responsibilities**

At the close of the last testing session, Examiners are instructed to inspect the students' answer documents, verify the testing materials, bundle answer documents, and group and return all test materials to the STC.

For detailed information, refer to the *Examiner's Manual*, Sections 6.1-6.3.

## 6. SPECIFIC DUTIES OF THE STC: AFTER TESTING

After testing is completed, the STC's responsibilities include accounting for and ensuring the accuracy of Field H, Testing Status, Field I, Special Test Accommodations, Field J, 2<sup>nd</sup> Attempt, if applicable, supervision of the transcription of student responses, bundling answer documents, and transmitting of test materials to the DDOT.

### 6.1 Receive All Testing Materials from Examiners

Examiners should return three separate groups of materials to you as follows:

- **Group 1 — Scorable Secure Answer Documents:**

- **Students From Schools Within Your Division**

- All completed and partially completed answer documents for Term Graduates, Regular, and Special Test Forms (Braille, large-print, and regular-audio) should be bundled together. This includes answer documents for irregularities for either Regular or Special Test Forms. Also, included in this bundle should be answer documents for all students **not tested** in a classroom.

- **Students From Schools Outside Your Division**

- All completed and partially completed answer documents for Term Graduates, Regular, and Special Test Forms (Braille, large-print, and regular-audio) should be bundled together. This includes answer documents for irregularities for either Regular or Special Test Forms. Also, included in this bundle should be answer documents for all students **not tested** in a classroom.

- ☑ Verify the number of students tested and the number of completed and partially completed answer documents match the testing/classroom attendance roster.

**NOTE: No loose writing papers should be with the scorable answer documents. Only responses written on the answer documents will be scored.**

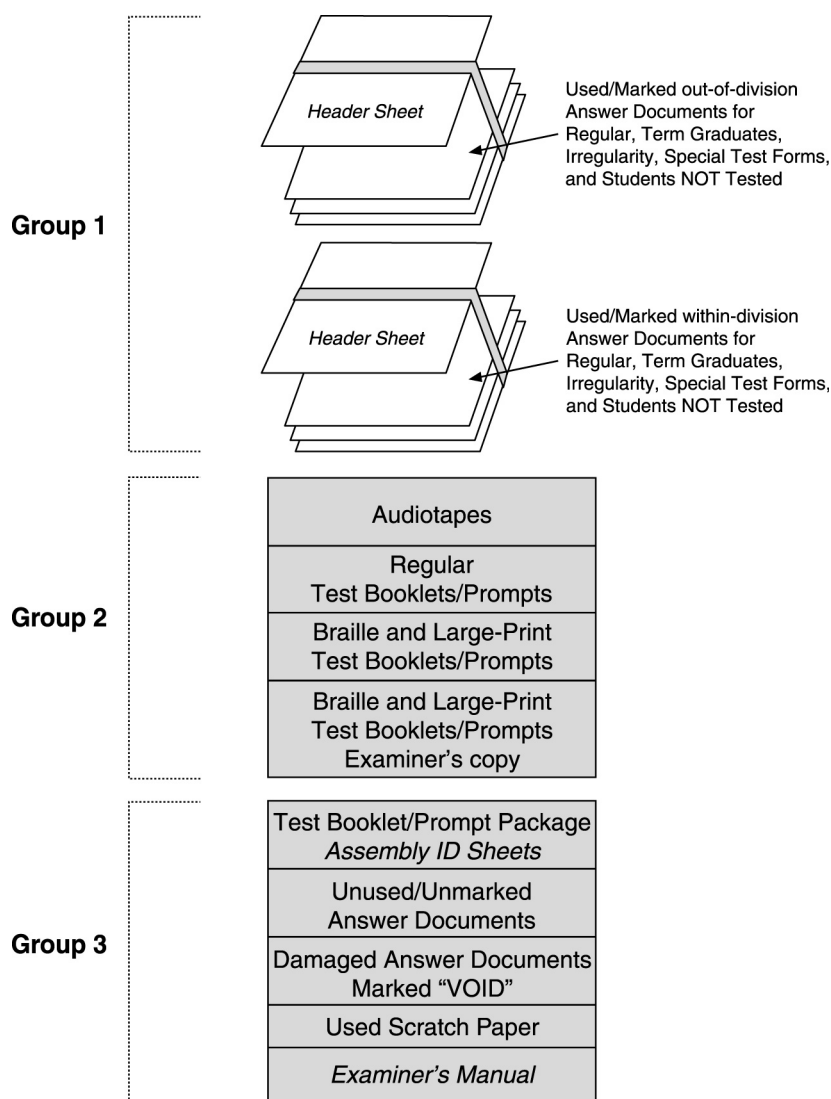
- **Group 2 — Secure Test Materials:** all test booklets/writing prompt sheets used in the test session (including Braille and large-print Examiner's copies and accompanying audiotapes)

- ☑ Count the test booklets/prompt sheets and initial the *Assembly ID Sheet* and/or *Examiner's/Proctor's Test Booklet Transmittal Form/Affidavit Test Booklet* to verify that all test booklets/prompts have been returned.

- **Group 3 — Remaining Non-Scorable Materials:** the completed writing multiple-choice or prompt package *Assembly ID Sheets*, unused and/or unmarked answer documents, damaged answer documents marked "VOID," scratch paper, and the *Examiner's Manual*.

- ☑ Verify that a completed package *Assembly ID Sheet* is provided for each package of writing test booklets/prompts that have been opened.
  - ☑ Photocopy any *Assembly ID Sheet* that notes a discrepancy. Provide a copy to the DDOT and maintain a copy for the school's file.
  - ☑ Immediately report any missing test booklets/prompts to the DDOT. Missing testing materials must be documented in the TIWAS or on the *Test Irregularity Form* in Appendix F.
  - ☑ Verify that Examiners returned three groups of materials as shown in the following diagram.
  - ☑ *Examiner's/Proctor's Writing Prompt Transmittal Form/Affidavit* or the Classroom Transmittal Document for Special Test Form Kits/Prompt Kits (Located in the *Examiner's Manual*, Appendix E).





## 6.2 Complete Coding of Student Demographic Information on Answer Documents

Field H, *Testing Status*, Field I, *Special Test Accommodations*, and Field J, *2<sup>nd</sup> Attempt* are to be completed on the students' answer documents after the testing session and as directed by the STC.

### 6.2.1 Field H—TESTING STATUS

Table 3 describes coding options for completing Field H, *Testing Status*. Following the completion of make-up testing, only an Examiner or another designated adult is to complete this field to explain why a student did not take one or both components of the EOC *English: Writing* test. Contact the Virginia Department of Education if you have a situation in which a student was tested and none of the codes in Table 3 apply.



Table 3. Testing Status Codes

| COMPLETE CODE NUMBER:                       | IF THE STUDENT WAS:   |
|---|---|
| <b>1 = Absent</b>                           | absent from the regular and make-up testing sessions.   |
| <b>4 = Medical Emergency<sup>1</sup></b>    | unable to take the test due to a medical emergency.   |
| <b>5 = Refusal/disruptive</b>               | disruptive or refused to take the test.   |
| <b>7 = Student Cheated</b>                  | determined to be cheating; at the direction of the DDOT, complete Code 7.   |
| <b>8 = Other (VDOE approval only)</b>       | Complete Code 8 only as directed by the DDOT.   |
| <b>9 = Student Already Passed This Test</b> | retaking the class/course, but she/he has passed this test previously; if directed by the DDOT, complete Code 9.  |
| <b>10 = Substitute Test Taken</b>           | taking the class/course, but she/he has passed or is participating in an approved substitute test to earn a verified credit instead of the SOL EOC test, complete Code 10. Code 10 is applicable for EOC test only; complete as directed by the DDOT. |
| <b>11 = Other (VDOE approval only)</b>      | Complete Code 11 only as directed by the DDOT.  |

<sup>1</sup> Medical Emergency—Students categorized as having a medical emergency are those who are absent for the entire testing window due to hospitalization or serious illness as well as those who become ill while testing and who are then absent due to illness during the make-up period. Significant medical emergencies must be documented by a medical doctor.

### Completing “Testing Status”

**NOTE:** Testing Status is completed to explain why students did not take either component of the *Writing* test. See Table 3 for the specific codes.

### Sample: EOC English: *Writing*

If the student missed the **multiple-choice component**, or **direct-writing component**, or **both**, complete **only one** of the first three (1, 4, or 5) circles.



|          |                        |     |     |     |     |     |      |      |  |  |  |
|----------|------------------------|-----|-----|-----|-----|-----|------|------|--|--|--|
| <b>H</b> | <b>TESTING STATUS</b>  |     |     |     |     |     |      |      |  |  |  |
|          | <b>Select Only One</b> |     |     |     |     |     |      |      |  |  |  |
|          | (1)                    | (4) | (5) | (7) | (8) | (9) | (10) | (11) |  |  |  |



Do not complete Codes 7–11 unless directed to do so by your DDOT.

### 6.2.2 Coding of students not tested

- ☑ An answer document must be completed for every student who can be identified for the *Summer 2008 SOL Writing Test Administration* as described in Section 4.3, Identify Students to Be Tested. This includes students who were not tested because they were absent, refused to take the test or were disruptive, or were involved in a medical emergency. For each student not tested, an answer document must be completed to collect student identification information as well as information on why the student was not tested. Students not testing must be registered in PEMSolutions.
- ☑ Because absent students are to be afforded an opportunity for make-ups, do not complete this information until after all make-up testing is finished. Decide if the Examiners, or other adults, will complete Field H, Testing Status, to indicate the reason the student did not take either component of the *Writing* test.

### 6.2.3 Field I—SPECIAL TEST ACCOMMODATIONS



**IMPORTANT:** The STC should work with appropriate local staff to determine which students need to be provided with testing accommodations as specified by their Individualized Education Programs (IEPs), 504 Management Plans, or LEP Student Assessment Participation Plans. Should you have any questions about the testing of a particular student, contact your DDOT.

Field I should be completed only by an Examiner or another designated adult as determined by the STC. This field must be completed for students who receive testing accommodations as specified in their IEPs or 504 Management Plans, or on their *LEP Student Assessment Participation Plans*. All accommodation codes that apply to a student must be completed; **accuracy is critical**.

Field I on the answer document shows **only** the codes for allowable accommodations. Appendix E defines the special testing accommodations that correspond to the codes on the answer document.

**Circle B – Other** Should be completed to identify an accommodation that is provided to a student based on his/her IEP or 504 Management Plan but is not listed on the Special Test Accommodations Codes sheet in Appendix E (an example is word prediction/selection software). For any “other” accommodations, the DDOT must obtain prior approval from the Virginia Department of Education. For detailed information about the administration of Special Test Accommodations, refer to Appendix D.

[www.doe.virginia.gov/VDOE/Assessment/home.shtml](http://www.doe.virginia.gov/VDOE/Assessment/home.shtml)

### 6.2.4 Completing special codes

The list of allowable testing accommodations and the corresponding numeric codes to be used in completing Field I, Special Test Accommodations, is in Appendix E. Codes 2, 3, 7, and 20 are now available for all students:

Code 2 – Group size

Code 3 – Environmental modifications (e.g., special lighting, noise buffers, use of study carrel)

Code 7– Assistance with directions for mechanics of the test (i.e., simplifying or clarifying directions)

Code 20– Large-diameter pencil, special pencil, pencil grip

These codes have been removed from the answer documents.

School personnel should try to resolve any issues or uncertainties regarding a student’s special accommodations before answer documents are submitted for scoring.

Do not complete Circle A. Complete Circle B only as directed to do so by your STC.

| I SPECIAL TEST ACCOMMODATIONS |   |   |   |   |   |    |    |    |    |  |    |    |    |    |    |    |    |    |   |   |  |  |  |  |  |  |  |
|-------------------------------|---|---|---|---|---|----|----|----|----|--|----|----|----|----|----|----|----|----|---|---|--|--|--|--|--|--|--|
| 1                             | 4 | 5 | 6 | 8 | 9 | 10 | 11 | 12 | 13 |  | 17 | 18 | 21 | 22 | 23 | 24 | 25 | 27 | A | B |  |  |  |  |  |  |  |

**Regarding Students with Disabilities:**

The circle in the shaded box above (Circle 17) is not applicable for a student with disabilities, unless the student is **ALSO** identified as LEP. If the student is identified as having a disability but not as LEP, **DO NOT COMPLETE**.

| I SPECIAL TEST ACCOMMODATIONS |   |   |   |   |   |    |    |    |    |  |    |    |    |    |    |    |    |    |   |   |  |  |  |  |  |  |  |
|-------------------------------|---|---|---|---|---|----|----|----|----|--|----|----|----|----|----|----|----|----|---|---|--|--|--|--|--|--|--|
| 1                             | 4 | 5 | 6 | 8 | 9 | 10 | 11 | 12 | 13 |  | 17 | 18 | 21 | 22 | 23 | 24 | 25 | 27 | A | B |  |  |  |  |  |  |  |

**Regarding LEP Students:**

Circles in the shaded boxes above are not applicable for an LEP student unless the student is **ALSO** identified as having a disability. If the student is identified as LEP but does not have a disability, **DO NOT COMPLETE**.

### 6.3 Inspect Students' Answer Documents

- ☑ Perform spot checks to ensure that all answer documents are undamaged, complete, and contain all appropriate student identification information. Careful inspection of the students' answer documents will help prevent scoring delays.
  - Ensure that a form number and prompt number have been gridded on each answer document.
  - Inspect answer documents for improper marks. All marks to be read by the scanners must be very dark. Marks made with ballpoint pen, felt-tipped pen, hard-lead or colored pencils will not be scanned. Darken all light marks with a soft-lead (No. 2) pencil, **but DO NOT ALTER THE STUDENTS' RESPONSES IN ANY WAY**.
  - In the multiple-choice answer sections, stray marks must be completely erased. Scanning machines are extremely sensitive and can sometimes pick up stray marks and erasures as intended responses. When a student has made a change, make sure that the unwanted response is completely erased, **but DO NOT ALTER THE STUDENTS' RESPONSES IN ANY WAY**.
  - Remove any extraneous materials or loose sheets of paper from the section that contains the writing response. Loose papers will not be scored.
  - Ensure that all demographic sections are coded as described in Section 6.2.
  - Make sure that all student demographic data in PEMSolutions (via Student Registration Details) and test specific data (via Student Test Details) have been inspected.

### 6.4 Conduct Transcription of Student Responses

The accommodation for transcribing students' test responses onto the regular answer document is **only** available for students as stated in their IEPs, 504 Management Plans, or *LEP Student Assessment Participation Plans*. The *Examiner's Manual* indicates that prior approval must be obtained to conduct a transcription of the student's responses.

- ☑ In the case of a damaged answer document, transcribe the student's multiple-choice answers, writing response, and demographic information onto a new answer document; have a second school official verify the transcription and ensure that no errors occurred; write the word "VOID" on the demographic page of the original answer document; and return it to the DDOT. **NOTE: The students' responses must not be altered in any way.**

- ☑ In the case of an accommodation for transcription, ensure that the student has recorded her/his answers elsewhere, such as in the test booklet or on a separate sheet of paper.
- ☑ Designate an Examiner or another adult to perform this transcription. Ensure that the student's responses are not altered in any way.
- ☑ Have the transcription verified by a second adult.



**IMPORTANT:** Regardless of the method the student used to record responses, the original response must be kept on file and secure by the DDOT until scores have been received from Pearson and verified. Examples of the kinds of original responses that must be transcribed to a regular answer document and then filed by the DDOT include the following:

- student recorded her/his answers using a Braillewriter
- student recorded her/his answers using a typewriter, word processor, or augmentative communication device. For a student who uses a word processor, the Examiner must print a paper copy of the response and also save the response to a disk or CD. The response must not be left in the memory of a word processor. The paper copy of the response should be used for transcription and then kept on file and secure by the DDOT with the electronic media.
- student indicated her/his answers verbally during an audiotaped administration
- student recorded her/his answers on a photocopied enlargement of the answer document

More detailed information about procedures for transcription is in Appendix C.

## 6.5 Complete Header Sheet

The STC is responsible for ensuring that *Header Sheets* are completed accurately by the Examiners or another adult designee. A sample *Header Sheet* is in Appendix G. Use only the “new” *Header Sheets* received with the summer 2008 materials from Pearson.

For the summer administration, *Header Sheets* in the schools' materials are blank. This will allow the testing school to complete the school's name and school's code for students within and outside of the division. The division's name and code and the school's name and code must be completed for students' outside the division as directed by the DDOT. All used/marked answer documents should be bundled as described in Section 6.1 of this manual.

- ☑ Directions for completing the *Header Sheet* are as follows:
  - Under LEVEL, complete EOC for the test administered, as appropriate.
  - Under DIVISION CODE columns, verify that the correct division code is pre-coded.
  - Under SCHOOL CODE column, enter the correct school code.
  - Under ADMINISTRATION, complete the circle for “Summer.”
  - Verify the number of scorable answer documents in each bundle.
  - Under NUMBER OF DOCUMENTS columns, enter an accurate count of scorable answer documents. Numbers are to be right justified. Enter zeros to the left of the number to completely fill the four-digit field. For example, 32 answer documents would be printed and coded as “0032.” The total count of scorable answer documents must include documents for all students, both tested and (if applicable) non-tested. **To avoid unnecessary delays in report processing**, the submitted count of answer documents entered in the NUMBER OF DOCUMENTS field must be accurate.
  - The HEADER VERIFICATION CONTACT information must be completed as directed by the DDOT. The STC or DDOT must complete this section. If issues arise during processing of

answer documents, the person listed will be contacted by Pearson to assist in resolution of the issue.



**IMPORTANT:** All fields preprinted by Pearson or handwritten on the Header Sheets must be accurate. If these fields are left blank or incorrect, they will require that Pearson contact the DDOT for resolution and may cause delays in reporting the SOL English: Writing tests results within and/or outside the division.

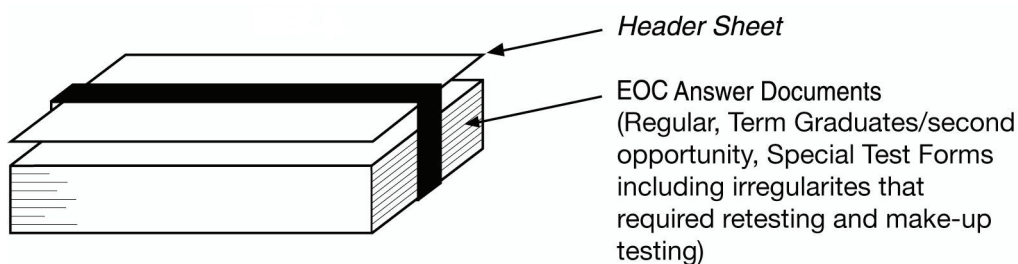
## 6.6 Bundle Answer Documents

- ☑ Do not bind answer documents with clips or rubber bands; they will damage answer document edges.
- ☑ Do not pack voided answer documents with scorable materials.
- ☑ Include a completed *Header Sheet* with each bundle of scorable answer documents and wrap them with a paper band. The information requested on the paper band is optional. Score reports will not be delayed if any information on a paper band is omitted.
- ☑ Number the bundles sequentially in the spaces marked “\_\_\_ of \_\_\_” on the paper bands: for example, “1 of 2” and “2 of 2.”

| PAPER BAND EXAMPLE |                                   |
|--------------------|-----------------------------------|
| <b>School</b>      | _____ East Wing High School _____ |
| <b>Level</b>       | _____ EOC—Writing _____           |
|                    | _____ of _____                    |

### PACKING DIAGRAM

This example illustrates packing for a school in which EOC writing tests have been administered.



## 6.7 Prepare and Transmit—Scorable Test Materials

The following sections describe preparation of all scorable and non-scorable test materials for delivery to the DDOT.

- ☑ Pack the bundles of answer documents in the **new** boxes provided in the school’s non-secure materials shipment.
- ☑ Cartons may be closed, but seal them only in such a manner that will allow the DDOT to open them easily upon receipt.

- ☑ Return all cartons to the DDOT as directed in your local schedule.

## 6.8 Prepare and Transmit—Non-Scorable Test Materials

Use the following steps to assemble and return non-scorable test materials to your DDOT.

- ☑ Count all test booklets/ writing prompts and compare to the *School Packing List/Transmittal Form* (located in the first box of the school's secure materials). (Sample in Appendix B)  
**NOTE:** If you are returning packages of test booklets/prompts that did not have to be opened during testing session, leave them sealed, but be sure to include the unopened packages in your count.
- ☑ Verify the number of *Special Test Forms/Prompt Kits* (Braille and/or large-print booklets, writing prompts, including Examiner's copies, and regular forms with accompanying audiotapes) returned and compare with the *School Packing List/Transmittal Form*.
- ☑ If a discrepancy has occurred, complete the *Assembly ID Sheet* to indicate the discrepancy.
- ☑ Photocopy the completed *School Packing List/Transmittal Form*. Attach any *Assembly ID Sheets* with discrepancies noted. Return these with the originals to your DDOT. The DDOT will keep these materials on file until the division's verification report of secure materials have been received from Pearson and reconciled. Maintain a copy for your school files.
- ☑ If you have students who had an accommodation for recording the answers in their test booklets, these test booklets should be bundled separately with a note to the DDOT to this effect. Place these test booklets on top of the others you are returning to the DDOT.
- ☑ For security purposes, do **not** pack used/unused answer documents, unused Pre-ID labels, manuals, or other materials in any carton that contains secure test booklets or writing prompts.

## 6.9 Dispose of Other Test Materials

- ☑ Follow your DDOT's instructions regarding the disposition of the following non-secure materials:
  - *Test Implementation Manual*
  - *Examiner's Manuals*
  - unused answer documents
- ☑ Follow your DDOT's instructions regarding the disposition of the following secure materials:
  - used scratch paper
  - unused Pre-ID labels
  - damaged answer documents marked "VOID"
- ☑ See Table 4, *STC Disposition of Test Materials* for instructions on the proper disposition of all testing materials.

## 6.10 Prepare and Transmit SOL Affidavits and Forms

- ☑ After all test materials have been returned to your DDOT, complete the *School Affidavit* in Appendix A; sign and date it, and have the building principal sign and date it. This form must be returned to the DDOT by the date specified in your local instructions.
- ☑ File and maintain, as directed by the DDOT, all signed *School Division Personnel Test Security Agreement (Including Examiners/Proctors)* forms.

Table 4. STC Disposition of Test Materials

| Scorable test materials   |   | Required signatures   | Disposition   |
|---|---|---|---|
| <ul style="list-style-type: none"> <li>Completed answer documents</li> <li><i>Header Sheet</i></li> </ul> |   | None  | Packed in <b>new</b> cartons and returned to the DDOT per local instructions. |
| Non-scorable, secure test materials   | <ul style="list-style-type: none"> <li>Test booklets/writing prompts</li> <li>Braille and large-print test booklets/prompts audiotapes and Examiner's copies</li> </ul>   | None  | Packed in <b>new</b> cartons and returned to the DDOT per local instructions. |
|   | <ul style="list-style-type: none"> <li>Damaged answer documents marked "VOID"</li> <li>Student's used scratch paper</li> <li>Unused Pre-ID Labels</li> </ul>  | None  | Packed in cartons and returned to the DDOT per local instructions.            |
|   | <ul style="list-style-type: none"> <li><i>Test Irregularity Form (if used)</i></li> </ul>   | STC   | Submitted to DDOT within 24 hours of occurrence.                              |
| Required forms  | <ul style="list-style-type: none"> <li><i>School Packing List/Transmittal Form</i> (with completed, attached test booklet and writing prompt <i>Assembly ID Sheet</i>)</li> <li><i>School Division Personnel Test Security Agreements</i> (Including Examiners/Proctors)</li> </ul> | N/A<br>Examiners/STC<br>(NOTE: Only Examiner's signature is required on Assembly ID Sheets for test booklets/prompts) | Returned to the DDOT per local instructions.                                  |
|   | <ul style="list-style-type: none"> <li><i>School Affidavits</i></li> </ul>  | STC/Principal   |   |
| Non-scorable, non-secure test materials   | <ul style="list-style-type: none"> <li>Unused answer documents</li> <li>Unused <i>Header Sheets</i></li> <li><i>Examiners' Manuals</i> and <i>Test Implementation Manual</i></li> </ul>   | N/A   | Destroyed per local instructions.   |



## 7. SPECIFIC DUTIES OF THE DDOT: AFTER TESTING

The DDOT is responsible for the receipt of all secure test materials from each school and shipment of these materials to Pearson in accordance with published deadlines.

After all testing sessions have been completed in all schools, the DDOT's primary responsibilities will be to:

- ☑ organize all schools' answer documents for return to Pearson in Iowa City, Iowa
- ☑ account for and return **all copies** of the secure test booklets/prompts to Pearson
- ☑ dispose of the remaining secure (i.e., unused Pre-ID labels, scratch paper) and non-secure test materials

### 7.1 Receive Scorable Answer Documents

- ☑ STCs are to transmit their scorable answer documents to you as soon as possible after all test sessions, including after all make-up sessions. Each school's bundle(s) of answer documents should include a completed *Header Sheet*.
- ☑ If any photocopied *Header Sheets* are found, they must be replaced with an unused, *Header Sheet*. If a *Header Sheet* is missing, complete one for the bundled group.
- ☑ STCs have been instructed to repackage the bundles of answer documents for the school using the **new** shipping boxes provided in the school's non-secure materials shipment. See Section 6.7, Prepare and Transmit Scorable Test Materials. The STC has been instructed to:
  - Package the bundles of answer documents for the school.
  - Close all shipping cartons in such a manner that will allow you to re-open them easily upon receipt.
- ☑ Upon receipt of the scorable answer documents from each school, separate them from any non-scorable materials that are not to be shipped to Pearson, such as test booklets/writing prompt sheets, loose papers, manuals, and affidavits. Any loose papers in answer documents will not be scored.
- ☑ Ship scorable EOC answer documents including Term Graduate answer documents to Pearson in Iowa City, Iowa, **as soon as possible after all testing in the division is completed but no later than July 25, 2008**. Make sure that STCs know the schedule you have set for receipt of EOC scorable materials that will allow the shipment(s) to take place as scheduled.

### 7.2 Verify Scorable Answer Documents from Schools

#### 7.2.1 Paper-banded groups of answer documents

- ☑ Verify that every paper band displays the corresponding school name and level/test.

NOTE: The information requested on the paper bands is optional. Score reports will not be delayed if any information on the paper band is omitted.

Optional: If there is more than one bundle per level, the paper bands are to be sequentially numbered (i.e., "1 of X," "2 of X," and so on).

#### 7.2.2 Header Sheets

The *Header Sheet* may be used for any bundle of answer documents, including regular forms, Special Test Forms, administrations using the alternate form for irregularities that required retesting, make-up testing, and Term Graduates.

- ☑ Review the *Header Sheets* as follows:
  - Use only the "new" *Header Sheets* that were received with the Summer 2008 materials from Pearson.
  - A computer-generated division-specific pre-printed or blank *Header Sheet* received from Pearson must be used for every paper-banded bundle. If any photocopied *Header Sheets* are found, they must be replaced. If a *Header Sheet* is missing, complete one for the bundled group.



- *Header Sheets* used with answer documents **within** the division are pre-printed with the division's name and code. The school name and the school code columns are blank and must be handwritten.
- *Header Sheets* used with answer documents for "special situation schools" or "quad 8888 schools" will be pre-printed and pre-coded with the division's name and code, and the school's name and code (8888).
- *Header Sheets* used with answer documents **outside** of the division are blank. The division name and code and the school name and code must be handwritten.
- All information printed and coded on each *Header Sheet* must be complete and accurate. Refer to Section 6.5 for complete instructions. A sample *Header Sheet* is in Appendix G.
- Verify that all information, pre-printed/pre-coded (DIVISION and CODE) and handwritten, on each *Header Sheet* is complete and accurate.
- If the LEVEL field is blank, complete the appropriate circle for the test administered.
- In the NUMBER OF DOCUMENTS field, verify that an accurate count of scorable answer documents is printed and properly coded on each *Header Sheet*. Numbers are to be right justified. Enter zeros to the left of the number to completely fill the four-digit field. For example, 32 answer documents would be printed and coded as "0032." The total count of scorable answer documents must include documents for all students, both tested and (if applicable) non-tested. **To avoid unnecessary delays in report processing**, the submitted count of answer documents entered in the NUMBER OF DOCUMENTS field must be accurate.
- Verify that the Header Verification Contact information has been completed. If not, print the name, phone number and the date completed according to local instructions. The name of the STC or DDOT or designee must be provided in this section. If issues arise during processing of answer documents, the person listed will be contacted by Pearson to assist in resolution of the issue.



**IMPORTANT:** All fields pre-printed by Pearson and handwritten on the *Header Sheets* must be accurate. If these fields are left blank or incorrect, they will require that Pearson contact the DDOT or designee for and may cause delays in reporting your SOL English: Writing tests results.

### 7.2.3 Quad 8888 Header Sheets

In some cases you may need to test "outplaced" students (those students who have been placed in a facility outside your division for instruction). These students are not carried in the files of any school, but your division is responsible for them.

- ☒ If you have a need to test "outplaced" students, please note that additional *Header Sheets* that may be used were included in the division's non-secure overage shipment. If you need additional *Header Sheets*, they can be ordered via PEMSolutions.

## 7.3 Check for Proper Orientation of Scannable Documents

- ☒ All used/marked answer documents should be bundled as described in Section 6.6.
- ☒ Ensure that the completed *Header Sheet* and the answer documents are in the proper position. The lower left corner of each answer document has been cut at an angle. The *Header Sheet* is printed with one corner shaded. All answer documents should be stacked with the corner cuts lined up.

- ☑ If not aligned, pull the sheet(s) that is not positioned properly from the stack, turn it so that the corner-cut is aligned with the other answer documents, and return it to the stack.



**IMPORTANT:** Improper orientation of the scannable documents could result in damage during the scanning process and delay reporting of SOL Writing test results.

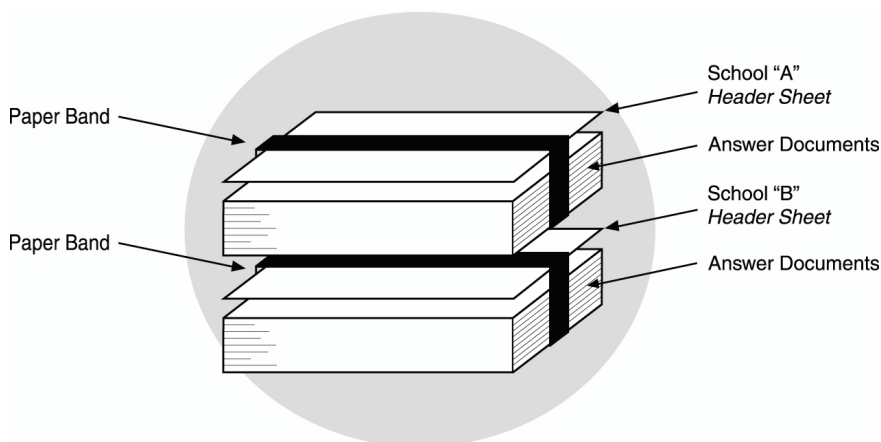
## 7.4 Pack Scorable Answer Documents

### 7.4.1 Proper sequence for packing scorable materials

- ☑ Do not intermix materials from different schools under the same *Header Sheet*. They must remain in proper sequence. Cartons may be filled by putting more than one school's materials into a single carton as long as the materials remain in proper sequence.

#### PACKING DIAGRAM

The following illustration is an example of the proper packing of scorable materials.



Follow directions above for additional schools in the division.

- ☑ When packing the cartons, please refer to the following:
  - A 12-inch box can hold approximately 1,800 sheets of paper
  - A 6-inch box can hold approximately 900 sheets of paper
  - A 3-inch box can hold approximately 300 sheets of paper

**NOTE:** One answer document can comprise multiple sheets of paper.

## 7.5 Prepare to Ship Scorable Answer Documents

- ☑ Ship all scorable answer documents as soon as possible after testing (including make-up testing), **but no later than July 25, 2008.**
- ☑ Securely tape all edges of each carton to help ensure that they do not break open in shipment. If any carton is not completely full, fill the empty space with crumpled paper. Do not use plastic or foam “peanuts.”
- ☑ Affix a **blue** “Virginia SOL Writing Test Scorable Answer Documents” label (shipped to you in the DDOT Scorable Return Materials Kit) to the top of **each** sealed carton that contains EOC answer documents.

**NOTE:** Do not use the **green** labels, which will identify return shipments of non-scorable secure materials, for this shipment.

- ☒ Count the cartons. Then, in the space provided on the label, number the cartons sequentially. This carton will be “1 of X,” with remaining cartons numbered “2 of X,” “3 of X,” and so on.
- ☒ Find the pre-printed FedEx overnight shipping labels or the K2 Logistics Bill of Lading next day shipping forms that were included in your Return Materials Kit.



**IMPORTANT:** Do not ship answer documents using the FedEx or K2 Logistics Bill of Lading ground labels, U.S. Mail, or any other carrier. Use of the FedEx or K2 Logistics ground labels for this shipment will result in delay of your division’s receipt of SOL test results.

- ☒ If using the FedEx overnight shipping label, follow the steps below to complete and affix one FedEx overnight shipping label to each carton.
  - ☐ Verify the pre-printed information on each FedEx overnight shipping label. If any of this information is incorrect, make the necessary correction(s). **Be sure that your correct telephone number is displayed.**
  - ☐ If you need to order additional FedEx shipping labels, call Pearson to avoid billing of this shipment to your division.
  - ☐ Remove its backing and affix a completed FedEx overnight shipping label to the **top of each carton.**
- ☒ If using the K2 Logistics Bill of Lading overnight shipping label, follow the steps below to complete the form. **NOTE:** You will only need to complete one Bill of Lading per shipment.
  - ☐ Verify the pre-printed information on the K2 Logistics Bill of Lading overnight shipping label. If any of this information is incorrect, make the necessary correction(s). **Be sure that your correct telephone number is displayed.**
  - ☐ If you need to order additional K2 Logistics Bill of Lading shipping labels, call Pearson to avoid billing of this shipment to your division.
  - ☐ Keep the completed Bill of Lading form with your shipment. You will give this form to the driver upon delivery pickup.
- ☒ Make sure that all cartons containing scorable answer documents (regardless of the carrier used) are shipped to the following address:

**Pearson Educational Measurement  
2510 North Dodge Street  
Iowa City, IA 52245**

## 7.6 Arrange Pickup of Scorable Answer Documents

- ☒ If using FedEx to ship the answer documents, use the instructions that follow. Contact FedEx **the day before you expect to have your shipment ready**. You must specify that your shipment is for overnight delivery. Failure to do so may result in a delay of your shipment.



**IMPORTANT:** For answer document **PICKUP**, contact FedEx toll-free 24 hours in advance at 1-800-GoFedEx (1-800-463-3339). Use this 800 number only.

Pearson now provides Virginia's schools the FedEx Premier Customer Services for Express and Ground shipping. This service assigns a dedicated service representative to its customers. To access these services, please call FedEx at 800-463-3339, and then press 9. When prompted, enter a nine-digit return account number, which is determined by the shipment destination. This account number is located on the FedEx return labels. The nine-digit return account number for scorable answer documents is also listed in the cover memorandum included with the DDOT Pre-Pack Materials.

When calling, be sure to tell the FedEx customer service representative that the shipment is to be paid for by Pearson ("Receiver" on the shipping label) and that you will be using pre-paid overnight shipping labels.

- ☐ If your building closes before 5 P.M., be sure to instruct FedEx to arrive prior to 3 P.M.

**If you need assistance from a FedEx Representative, or if a FedEx driver requests payment for this pickup, call Pearson Support Center.**

Before the FedEx driver arrives, double-check the following:

- Has a **blue SOL** label been completed (including the carton number) and affixed **to the top of each carton**?
- Has a **FedEx overnight shipping label** been completed and affixed to each carton?
- Store the sealed cartons in a locked, secure area until the FedEx driver arrives. Make sure that someone will be on-site to meet the driver if you must leave. If you designate someone else to handle this FedEx pickup, please provide him or her with a copy of this page of instructions.
- Be sure to keep the removable strips pre-printed with the Tracking Numbers. Detach the strip with the Tracking Number for each label and apply it to the *Division Shipment Transmittal Form for FedEx Tracking Labels*. When applying each label, indicate the number of the box to which the label will be applied (Appendix H). This will help to ensure that your shipment can be traced if necessary.

- ☒ If using a K2 Logistics Bill of Lading to ship answer documents, use the instructions that follow.

- ☒ **If you need assistance from a K2 Logistics representative, call Pearson Support Center.**

- ☐ Contact K2 Logistics **the day before you expect to have the shipment ready**.



**IMPORTANT:** For answer document **PICKUP**, contact K2 Logistics toll-free at 888-886-0780. Use this 888 number only. You also may schedule a pickup via the K2 Logistics Web site at [www.k2logistics.com](http://www.k2logistics.com).

When calling K2 Logistics at 888-886-0780, you will be connected with a customer service representative dedicated to Pearson. Be sure to tell the customer service representative that you will be using a prepaid shipping label.

- ☐ If your building closes before 5 P.M., be sure to instruct K2 Logistics to arrive prior to 3 P.M.  
Before the K2 Logistics driver arrives, double-check the following:
  - Has a **blue** SOL label been completed (including the carton number) and affixed **to the top of each carton**?
  - Has a **K2 Logistics Bill of Lading** been completed?
  - Store the sealed cartons in a locked, secure area until the K2 Logistics driver arrives. Make sure that someone will be on-site to meet the driver if you must leave. If you designate someone else to handle this K2 Logistics pickup, please provide him or her with a copy of this page of instructions.
  - Be sure to keep the customer copy of the tracking information. This will help to ensure that your shipment can be traced if necessary.

### 7.7 Receive and Pack Secure Test Booklets/Prompts Returned by the STCs

- ☒ Remember the following very important points:
  - Test booklets/**writing prompts** must be shipped **no later than August 15, 2008**.
  - Use the FedEx Ground labels and **green** “Virginia SOL Writing Tests Non-Scorable Secure Test Materials” labels that were included in your DDOT Non-Scorable Return Materials Kit.

**Do not ship test booklets/writing prompt sheets using the FedEx overnight labels, K2 Logistics Bill of Lading overnight labels, via U.S. Mail or any other carrier.**

- ☒ Verify that each STC has prepared test booklets/writing prompts as outlined below prior to delivery to you.

Verify the following:

- Quantities of test booklets must have been recorded on the *School Packing List/Transmittal Form*. If there are discrepancies, include copies of the packages’ *Assembly ID Sheets* to explain any differences in the number of test booklets and writing prompts received and returned (see Section 6.8).
  - Both the original and a photocopy of the *School Packing List/Transmittal* and copies of *Assembly ID Sheets* noting a discrepancy should have been returned to you with the cartons of test booklets and writing prompts. **DO NOT** send this document to Pearson.
- ☒ If students in your division were tested with regular-audio, Braille, or large-print test booklets/writing prompts or their accompanying audiotapes, use the *School Packing List/Transmittal Forms* in Appendix B to verify that all of these Special Test Forms secure materials have been returned by the STC.  
  
All regular print test booklets/prompts used with audiotapes, Braille, and large-print test booklets and their accompanying audiotapes must be returned to Pearson.
- ☒ Upon receipt of each school’s materials, count the test booklets and writing prompts.
- ☒ Keep the completed *School Packing List/Transmittal Form* and completed *Assembly ID Sheets* for test booklets and prompts until the division’s verification report of secure materials has been received from Pearson and reconciled.



**IMPORTANT:** Remember that any lost test booklets must be reported to the Virginia Department of Education as a testing irregularity as soon as the problem is identified. **If the security procedures in all SOL manuals are followed closely, this should be a very rare occurrence.** Pearson will conduct an accounting of all returned test booklets, and writing prompts, and advise the Virginia Department of Education of the results for all school divisions. The Virginia Department of Education will request an investigation of any testing improprieties, and implementation of a corrective action plan, as necessary.

- ☒ Prepare and package all unused, regular, overage secure materials for return shipment.
- ☒ Record counts of unused division overage regular and special test secure materials on the *Division Return Verification* in Appendix H.
- ☒ Prepare and package all unused Special Test Forms (large-print, Braille, and regular-audio) booklets/writing prompts, audio tapes, and Examiner's copy of test booklets/prompts, for return shipment.
- ☒ If a discrepancy has occurred, fill in the blanks to describe it on the *Division Return Verification*. Keep on file until all the division's secure materials have been reconciled.

## 7.8 Organize and Ship Test Booklets/Prompts to Pearson

- ☒ Working first with your division overage, and then with one school's materials at a time, use the following steps to organize and ship test booklets and writing prompts.
  - ☐ The STC should have indicated on one of the school's cartons, "Transmittal Form Enclosed." Consider this one your very first carton in the series from the school.
  - ☐ Locate the **green** Virginia *Writing* non-scorable materials labels that were included in your DDOT Non-Scorable Return Materials Kit. On each green label, enter the name of your school division on the DIVISION NAME line. Affix one label to the **top** of each carton.
  - ☐ Next, on each green label, use a permanent marker to consecutively number the cartons for this school, beginning with the first carton through the last carton (#1, #2, #3, etc.).
  - ☐ As you work through the school's materials, check to see if each carton is completely full. If not, fill the empty space with crumpled paper.
  - ☐ Repeat the first three steps above for every school that tested.

As you number the cartons, make sure that all carton numbers are **consecutive across the division**. For example, if the first school's last carton was #3, the first carton for the second school will be #4.
- ☐ Test booklets and writing prompts must be shipped no later than August 15, 2008.
- ☐ Locate the FedEx Ground shipping labels or the K2 Logistics Bill of Lading Ground shipping labels (included in your DDOT Non-Scorable Return Materials Kit). Place one of the FedEx labels on the **top** of each carton or complete the K2 Logistics Bill of Lading form. For your convenience, both carriers' labels are pre-printed with the origination and destination information.
- ☐ FedEx Ground labels contain removable strips pre-printed with the tracking numbers. Detach the strip with the tracking number for each label and apply it to the *Division Shipment Transmittal Form for FedEx Tracking Number Labels*. When applying each label, indicate the number of the box to which the label will be applied (Appendix H).
- ☐ If you are using K2 Logistics, you will receive a customer copy of the Bill of Lading that will include tracking information for your records.

- ☐ Contact FedEx or K2 Logistics the day before you expect to have your shipment ready. You must specify that your shipment is for ground delivery. Failure to do so may result in a delay of your shipment.
- ☐ Be sure to tell the customer service representative that the shipment will be paid by Pearson and that you will be using FedEx Ground or K2 Logistics Ground.



**IMPORTANT:** For non-scorable, secure test materials PICKUP, contact FedEx toll-free 24 hours in advance at 1-800-GoFedEx (1-800-463-3339). Use only this 800 telephone number for proper service. If using K2 Logistics, call 888-886-0780. If you need assistance from a FedEx or K2 Logistics representative, or if a FedEx or K2 Logistics driver requests payment for this pickup, call Pearson.

### 7.9 Verify Receipt of Required Forms from STCs

- ☒ Obtain as quickly as possible any forms that you may not have yet received:
  - School Division Personnel Test Security Agreements (Including Examiners/Proctors)
  - School Packing List/Transmittal Form
  - Examiners' completed Test Booklet Package Assembly ID Sheets (attached to School Packing List/Transmittal Form)
  - Examiners' completed Writing Prompt Package Assembly ID Sheets (attached to School Packing List/Transmittal Form)
  - School Affidavit
- ☒ Retain these forms in accordance with the local records retention schedule.

### 7.10 Complete and Return the SOL School Division Affidavit

- ☒ Complete the *School Division Affidavit* (Appendix A).
- ☒ Return the signed affidavit to the Virginia Department of Education no later than August 18, 2008.

### 7.11 Review Disposition of All Test Materials

- ☒ The STC has been instructed to dispose of the following materials as directed by you:
  - Non-Secure
    - Test Implementation Manual
    - all Examiner's Manuals
    - unused answer documents
  - Secure
    - used scratch paper
    - unused Pre-ID labels
    - damaged answer documents marked "VOID"
- ☒ You may have STCs dispose of these materials or you may have them returned to you.
- ☒ Unused Pre-ID labels, scratch paper, and answer documents marked "VOID" must be shredded or burned; any other materials may be recycled or thrown away. Make sure that your local instructions for disposition of these materials are clear in that regard.

STCs may destroy the used scratch paper at the school level, or you may collect it and destroy it yourself.
- ☒ Refer to Table 5, *DDOT Disposition of Test Materials*, to review your division's disposition of all testing materials.



Table 5. DDOT Disposition of Test Materials

|   | Item(s)   | Required signatures          | Disposition  |
|---|---|------------------------------|--|
| Scorable test materials                 | <ul style="list-style-type: none"> <li>Completed answer documents/<i>Header Sheets</i></li> </ul>   | None                         | Packed in <b>new</b> cartons with <b>blue</b> labels and shipped by FedEx or K2 Logistics (overnight) to Iowa City, IA |
| Non-scorable, secure test materials     | <ul style="list-style-type: none"> <li>Test booklets/writing prompts</li> <li>Braille and Large-Print test booklets/prompts and Examiners' copies</li> <li>Audiotapes</li> <li>Braille, large-print test booklets/prompts and audiotapes</li> </ul> | None                         | Packed and shipped with <b>green</b> labels by FedEx or K2 Logistics (ground) to Iowa City, IA                         |
|   | <ul style="list-style-type: none"> <li>Unused Pre-ID labels</li> <li>Voided answer documents</li> <li>Student's used scratch paper</li> </ul>   | None                         | Destroyed according to local procedures  |
| Required Forms                          | <ul style="list-style-type: none"> <li><i>Test Irregularity Form(s)</i> (if needed)</li> </ul>  | STC/DDOT                     | Submitted to DDOT within 24 hours of occurrence; faxed to DOE, if necessary  |
|   | <ul style="list-style-type: none"> <li><i>School Packing List/Transmittal Forms</i> (with <i>Assembly ID Sheets</i> attached)</li> </ul>  | Examiners/STC                | Retained in DDOT's file according to the local Records Retention and Disposition Schedule                              |
|   | <ul style="list-style-type: none"> <li><i>School Division Personnel Test Security Agreements</i> (Including <i>Examiners/Proctors</i>)</li> </ul>   | Examiners/Proctors           |  |
|   | <ul style="list-style-type: none"> <li><i>Division Overage Packing List</i></li> <li><i>Division Receipt Verification Form</i></li> </ul>   | DDOT                         |  |
|   | <ul style="list-style-type: none"> <li><i>School Affidavit</i></li> </ul>   | STC/Building Principal       |  |
|   | <ul style="list-style-type: none"> <li><i>School Division Affidavit</i></li> </ul>  | DDOT/Division Superintendent | Faxed to the Virginia Department of Education  |
| Non-scorable, non-secure test materials | <ul style="list-style-type: none"> <li>Unused answer documents</li> <li>Unused <i>Header Sheets</i></li> <li><i>Examiner's Manuals</i></li> <li><i>Test Implementation Manuals</i></li> </ul>   | N/A                          | Dispose of per local instructions  |



**THANK YOU**

We appreciate your time and effort in participating in the Summer 2008 SOL English: Writing Assessments.



# Appendix A

## Test Security

|   |    |
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## Test Security Division Forms

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**APPENDIX A**  
**VIRGINIA DEPARTMENT OF EDUCATION**  
**STANDARDS OF LEARNING (SOL) ASSESSMENTS**  
**SUMMER 2008**

|                                 |
|---------------------------------|
| <b>TEST SECURITY GUIDELINES</b> |
|---------------------------------|

Listed below are guidelines to assist those persons involved in the administration of the Virginia Standards of Learning (SOL) Assessments (paper and online) in determining what actions may compromise test security.

1. Students must never be exposed to unreleased test items or to the answers to unreleased test items before or following test administration. **Using unreleased test items in any form (including rewording of such test items) is STRICTLY PROHIBITED.** If in doubt whether test items have been released, contact the Division Director of Testing for verification.
2. All persons are prohibited from providing students with the answer to any unreleased test item and from making any suggestion as to how to respond to a test item at any time, whether before, during, or after a test administration. This prohibition includes provision of clues, hints, and/or actual answers in any written, printed, verbal, and/or non-verbal form (including chalkboards, charts, and bulletin boards).
3. Examiners should receive test booklets/writing prompts only on the day of testing. Examiners are not allowed to open sealed packages of writing prompts more than 30 minutes before the test session for the direct-writing component of the writing tests.
4. Examiners are not to improperly review test items or test booklets before, during, or after test administration. Examiners administering the paper multiple-choice SOL test are not to look ahead in the test booklets.
5. Copying/printing/photographing **ALL OR ANY PART** of an SOL assessment or taking notes about the items included on an SOL assessment is **STRICTLY PROHIBITED.** As stated in the copyrights by the Commonwealth of Virginia Department of Education, testing materials may not be reproduced or used in any form or by any means, electronic or mechanical, including photocopying or recording or by any information storage or retrieval systems.
6. All persons are prohibited from logging into TestNav™ (the Web-based application) posing as a student, current or fabricated, to view any SOL assessments. Only a student whose name appears on a Student Authorization Ticket is permitted to log in and take an online assessment (not applicable for *Writing* tests).
7. The tests must be administered strictly in accordance with the instructions outlined in the SOL assessment manuals. This includes following proper procedures for using test manipulatives. Directions that are to be read to the students must be read exactly as written.
8. No test item that will be scored to obtain students' test results may be used as a sample or practice item for learning how to select responses. Sample items are included in the SOL assessments to familiarize students with the format of the items and the procedures for selecting their answers.
9. All persons are prohibited from attempting to formally or informally score SOL assessments.
10. All Examiners, Proctors, or Interpreters using a Proctor Authorization Ticket to administer an online Read-Aloud assessment to students requiring this accommodation are prohibited from answering test questions in the Web-based assessment before, during, or after the administration of the test (not applicable for *Writing* tests).
11. All persons are prohibited from changing students' answers to test items whether by providing hints of clues during a test administration, correcting wrong answers during a test administration, or by erasing or correcting answers or responses recorded/selected by the student.
12. All known violations of test security procedures shall be reported by phone, fax or in writing. Call (804) 225-2102 to report a violation by phone. Fax violation reports to (804) 371-8978. Written reports must be signed by the person making the report, and addressed to the Division of Student Assessment and School Improvement, Virginia Department of Education, P.O. Box 2120, Richmond, VA 23218-2120. The Virginia Department of Education will request an investigation of any test improprieties and implementation of an action plan as necessary. All corrective action plans must be submitted to the Division of Student Assessment and School Improvement.

**Please read legislation passed by the Virginia General Assembly (§ 22.1–19.1 Actions for violations of test security procedures and § 22.1–292.1 Violation of test security procedures: revocation of license) regarding the repercussions of violating test security.**

**This page may be photocopied.**

Updated October 2007

## **Appendix A, continued**

**Please read legislation passed by the Virginia General Assembly (§22.1–19.1 Actions for violations of test security procedures and §22.1–292.1 Violation of test security procedures: revocation of license) regarding the repercussions of violating test security.**

### **§ 22.1-19.1. Action for violations of test security procedures.**

A. The Office of the Attorney General, on behalf of the Board of Education, may bring a cause of action in the circuit court having jurisdiction where the person resides or where the act occurred for injunctive relief, civil penalty, or both, against any person who knowingly and willfully commits any of the following acts related to secure mandatory tests required by the Board to be administered to students:

1. Permitting unauthorized access to secure test questions prior to testing;
2. Copying or reproducing all or any portion of any secure test booklet;
3. Divulging the contents of any portion of a secure test;
4. Altering test materials or examinees' responses in any way;
5. Creating or making available answer keys to secure tests;
6. Making a false certification on the test security form established by the Department of Education; or
7. Participating in, directing, aiding or abetting, or assisting in any of the acts prohibited in this section.

For the purpose of this subsection, "secure" means an item, question, or test that has not been made publicly available by the Department of Education.

B. Nothing in this section may be construed to prohibit or restrict the reasonable and necessary actions of the Board of Education, Superintendent of Public Instruction or the Department of Education or their agents or employees engaged in test development or selection, test form construction, standard setting, test scoring, reporting test scores, or any other related activities which, in the judgment of the Superintendent of Public Instruction or Board of Education, are necessary and appropriate.

C. Any person who violates any provisions of this section may be assessed a civil penalty not to exceed \$1,000 for each violation. Furthermore, any person whose administrative or teaching license has been suspended or revoked pursuant to § 22.1-292.1 may be assessed a civil penalty for the same violation under this section and the reasonable costs of any review or investigation of a violation of test security.

All civil penalties paid to the Commonwealth pursuant to this section shall be deposited into the Literary Fund.

**This page may be photocopied.**

## **Appendix A, continued**

**Please read legislation passed by the Virginia General Assembly (§22.1–19.1 Actions for violations of test Security procedures and §22.1–292.1 Violation of test security procedures: revocation of license) regarding the repercussions of violating test security.**

### **§ 22.1-292.1. Violation of test security procedures; revocation of license.**

A. The Board of Education may suspend or revoke the administrative or teaching license it has issued to any person who commits any of the following acts knowingly and willfully with the intent to compromise secure mandatory tests administered to students as required by this title or by the Board of Education:

1. Giving unauthorized access to secure test questions;
2. Copying or reproducing all or any portion of any secure test booklet;
3. Divulging the contents of any portion of a secure test;
4. Coaching or assisting examinees during testing or altering test materials or examinees' responses in any way;
5. Making available any answer keys;
6. Failing to follow test security procedures established by the Department of Education;
7. Providing a false certification on any test security form required by the Department of Education;
8. Retaining a copy of secure test questions; and
9. Participating in, directing, aiding, assisting in, or encouraging any of the acts prohibited by this section.

For the purposes of this section, "secure test" means an item, question, or test that has not been made publicly available by the Department of Education.

Nothing in this section shall be construed to prohibit educational personnel from providing input to administrators or other authorized personnel, including school board members and members of the General Assembly, except when done in a manner that violates test integrity or security regarding the accuracy, clarity, or propriety of test items or test administration procedures.

B. Nothing in this section shall be construed to prohibit or restrict the reasonable and necessary actions of the Board of Education, the Superintendent of Public Instruction, or the Department of Education in test development or selection, test form construction, standard setting, test scoring and reporting, or any other related activities which, in the judgment of the Superintendent of Public Instruction or the Board of Education, are necessary and appropriate.

C. Any suspension or revocation imposed for the acts enumerated in this section shall be rendered pursuant to Board regulations promulgated pursuant to the Administrative Process Act (§ 2.2-4000 et seq.) and § 22.1-298.1, governing the licensure of teachers.

**This page may be photocopied.**

Appendix A, continued

**STANDARDS OF LEARNING (SOL) ASSESSMENTS  
SUMMER 2008 WRITING TESTS**

**SCHOOL DIVISION PERSONNEL TEST SECURITY AGREEMENT  
(INCLUDING EXAMINERS/PROCTORS)**

I acknowledge that I will have access to the Standards of Learning (SOL) Assessments for the purpose of administering an SOL test. I also acknowledge that I have read, understand, and agree to adhere to the *Test Security Guidelines* for the SOL test. I understand that these materials are highly secure, and it is my professional responsibility to protect their security as follows:

1. I will not divulge the contents of the test to anyone.
2. I will not improperly review test items or test booklets/writing prompts, copy or take notes about any part of the test.
3. I will not allow access to the test materials to any student or to any other person not so authorized by the School Test Coordinator.
4. I will not alter students' responses in any way.
5. I will not provide answers to test items or any other improper assistance to students.
6. If serving as an Examiner for online Read-Aloud test sessions, I will not answer test questions in the Web-based assessment before, during, or after the administration of the test.
7. If I witness or suspect a breach in test security or confidentiality I will notify the STC or DDOT immediately.
8. I understand my Login ID and password for the Virginia SOL Web-based Assessments Program are secure and must remain confidential.
9. I have read the legislation passed by the Virginia General Assembly (§22.1–19.1 Action for violations of test security procedures and §22.1–292.1 Violation of test security procedures: revocation of license).
10. I understand that if test security procedures and guidelines are not followed, my license may be suspended or revoked or I may be assessed a civil penalty for each violation.

**Interpreters and all individuals involved in transcriptions of student responses must also read and sign the Test Security Agreement.**

**Please be sure to sign and return the *Test Security Agreement* (from the computer OR manual) to the appropriate test administrator before administering any SOL tests.**

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Position: \_\_\_\_\_

School: \_\_\_\_\_

Division: \_\_\_\_\_

Date: \_\_\_\_\_

**This page may be photocopied.**



**Appendix A, continued**

**STANDARDS OF LEARNING (SOL) ASSESSMENTS  
SUMMER 2008 WRITING TESTS**

**SCHOOL AFFIDAVIT**

**DIVISION NAME:** \_\_\_\_\_

**SCHOOL NAME:** \_\_\_\_\_

The school affidavit must be signed and dated by the STC and the building principal. Return to the Division Director of Testing (DDOT) who must keep the signed school affidavits on file.

**SCHOOL AFFIDAVIT**

I certify that, to my knowledge, no one in the school building has improperly reviewed, copied, reproduced, altered the students' responses, or had unauthorized access to the SOL Assessments test items or test booklets/writing prompts. All SOL test booklets, writing prompts, and scorable answer documents, and all other secure test materials have been returned to the DDOT as directed in the *Test Implementation Manual*. Any testing irregularities have been reported in accordance with Virginia Department of Education procedures.

|   |                                 |       |
|---|---------------------------------|-------|
| STC's Name (printed or typed):                | STC's Signature:                | Date: |
| Building Principal's Name (printed or typed): | Building Principal's Signature: | Date: |

The STC may keep a copy of the completed form for the school files.

**This page may be photocopied.**

Appendix A, continued

STANDARDS OF LEARNING (SOL) ASSESSMENTS  
SUMMER 2008 WRITING TESTS

**SCHOOL DIVISION TEST SECURITY AGREEMENT**

FAX THIS TEST SECURITY AGREEMENT NO LATER THAN July 11, 2008:

TO: PEARSON  
VIRGINIA ASSESSMENT PROGRAM  
FAX 1-319-358-4298

The Virginia school division \_\_\_\_\_ acknowledges that the Summer 2008  
(School Division Name)

SOL Assessments are secure tests and agrees to the following conditions of use to ensure the test's security:

1. a. The school division will take all necessary precautions to safeguard all test materials by limiting access to persons within the school division with a responsible, professional interest in the test's security.  
b. All persons having access to the SOL TESTING materials (other than students to whom the test is administered) will read the legislation passed by the Virginia General Assembly (§22.1–19.1 Actions for violations of test security procedures and §22.1–292.1 Violation of test security procedures: revocation of license), will read the security guidelines, complete and sign the appropriate security agreements, affidavits, and transmittal forms as instructed in the *Test Implementation Manual, Web-based Test Directions, Examiner's Manuals*, and will observe all other security-related procedures established and required by the Virginia Department of Education. Copies of all completed testing forms, security agreements, and affidavits will be kept on file in the school division office.
2. a. The school division will keep the test materials in locked storage, except on actual testing date(s), limiting access to those responsible for their security and to students taking the test.  
b. Secure student test booklets and writing prompts will be delivered to schools no earlier than 96 hours (four days) prior to testing. School Test Coordinators will deliver the booklets to Examiners no sooner than the date of testing. Examiners will not open sealed packages of writing prompts more than 30 minutes before the test session for the direct-writing component of the writing test.  
c. Test materials will be kept secure until they are actually distributed to students.  
d. In no case will students be permitted to remove test materials from the room where testing takes place.
3. The school division will not disclose or allow to be disclosed the contents of the test instrument.
4. The school division will take all necessary precautions to ensure that students' responses are not altered in any way.
5. Upon completion of testing, the school division will ensure that all test materials are returned by school personnel to the designated Division Director of Testing.

By signing my name to this document, I am assuring the Virginia Department of Education and Pearson that I, and anyone having access to the SOL test materials, will abide by the above conditions.

BY: \_\_\_\_\_

BY: \_\_\_\_\_

TITLE: Division Director of Testing

TITLE: Division Superintendent

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

This page may be photocopied.

**Appendix A, continued**

**STANDARDS OF LEARNING (SOL) ASSESSMENTS  
SUMMER 2008 WRITING TESTS**

***SCHOOL DIVISION AFFIDAVIT***

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**FAX THIS AFFIDAVIT NO LATER THAN AUGUST 18, 2008:**

**TO: VIRGINIA DEPARTMENT OF EDUCATION  
OFFICE OF TEST ADMINISTRATION, SCORING, AND REPORTING  
FAX 1-804-371-8978**

**SCHOOL DIVISION NAME:**

---

The School Division Affidavit must be signed and dated by the Division Director of Testing (DDOT) and the school division superintendent.

**SCHOOL DIVISION AFFIDAVIT**

I certify that, to my knowledge, no one in the school division has improperly reviewed, copied, reproduced, altered the students' response, or had unauthorized access to the SOL Assessments test items, test booklets or writing prompts. All SOL test booklets, writing prompts, and scorable answer documents have been returned to the division office as directed in the *Test Implementation Manual*. Any testing irregularities have been reported in accordance with Virginia Department of Education procedures.

|  |                                      |       |
|--|--------------------------------------|-------|
| DDOT Name (printed or typed):                    | DDOT's Signature:                    | Date: |
| Division Superintendent Name (printed or typed): | Division Superintendent's Signature: | Date: |

**This page may be photocopied.**



# Appendix B

## Division Forms

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## School Forms

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| Sample <i>School Packing List/Transmittal Form</i> ..... | 64 |
|--|----|

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**APPENDIX B**  
**SAMPLE DIVISION OVERAGE PACKING LIST (PAGE 1/2)**

**VIRGINIA**  
**STANDARDS OF LEARNING**  
**SUMMER WRITING SECURE TEST**  
**MATERIALS**  
**DIVISION OVERAGE PACKING LIST**

Deliver To: 1231234  
JUDSON DIVISION

Deliver To: 1231234  
JUDSON DIVISION  
WING MIDDLE SCHOOL  
123 MAIN STREET  
ANY CITY, VA 12345-1234  
JANE DOE  
Phone: (555) 555-5555  
Fax: (444) 444-4444

**LEGEND**

|       |             |          |              |
|-------|-------------|----------|--------------|
| ALT:  | Alternate   | NON-SEC: | Non-Secure   |
| ANS:  | Answer      | SEC:     | Secure       |
| BR:   | Braille     | TB:      | Test Booklet |
| CASS: | Cassette    | WR:      | Writing      |
| FM:   | Form        | (5):     | Pack of 5    |
| GR:   | Grade       | (10):    | Pack of 10   |
| LP:   | Large Print | (25):    | Pack of 25   |

| Item        | Item Description                                      | Package Details | Total Qty Packed | Qty Back Ordered | Packed in Box Number |
|-------------|---|-----------------|------------------|------------------|----------------------|
| VA00000180  | SEC WR MATERIALS DDOT MEMO, SUM 08                    | Single          | 1                | 0                | 1                    |
| VA00000181  | SEC WR RETURN MATERIALS KIT                           | 1 pack of 1     | 1                | 0                | 1                    |
| -VA00000182 | -SEC WR RTN INSTRUCTIONS, SUM 08                      | Each            | 1                | 0                |                      |
| -VA00000024 | -RETURN FREIGHT MATERIALS                             | Set             | 1                | 0                |                      |
| -VA00000183 | -SEC MATERIALS RETURN LABELS, BLUE                    | Set             | 1                | 0                |                      |
| VA00000152  | EOC WR TB (W0118) (10)<br><b>006921661 – 00621670</b> | 1 pack of 10    | 10               | 0                | 2                    |

For Internal Use Only:  
14:30

31-AUG-07

Pick Batch: 496815

Delivery: 5674775

Order/Line: 1234819/1

Sequence: 00001

Page 1 of 2

**SAMPLE DIVISON OVERAGE PACKING LIST (PAGE 2/2)**

**VIRGINIA  
STANDARDS OF LEARNING  
SUMMER WRITING SECURE TEST  
MATERIALS  
DIVISION OVERAGE PACKING LIST**

Verification of Shipment

As indicated on the packing list, all copies of the SOL testing materials were received in this shipment.  
\_\_\_\_\_ (Yes/No)

If "No," please indicate missing materials or discrepancies,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For Internal Use Only:  
14:30

31-AUG-07

Pick Batch: 496815

Delivery: 5674775

Order/Line: 1234819/1

Sequence: 00001

Page 2 of 2



Appendix B, continued

**SAMPLE DIVISION RECEIPT VERIFICATION FORM**

**VIRGINIA  
STANDARDS OF LEARNING**

**SUMMER WRITING SECURE TEST  
MATERIALS**

**DIVISION RECEIPT VERIFICATION FORM**

Deliver To: 1231234  
JUDSON DIVISION

Deliver To: 1231234  
JUDSON DIVISION  
WING MIDDLE SCHOOL  
123 MAIN STREET  
ANY CITY, VA 12345-1234  
JANE DOE  
Phone: (555) 555-5555  
Fax: (444) 444-4444

| School Number | Deliver To           | Form                    | Security Number From | Security Number To | Number Sent | Qty Received |
|---------------|----------------------|-------------------------|----------------------|--------------------|-------------|--------------|
| 1104          | MANCHESTER LOCAL SCH | GR EOC WR AUDIO TB      | 6990531              | 6990531            | 1           |              |
| 1104          | MANCHESTER LOCAL SCH | SEC EXAMINERS EOC WR TB | 6990561              | 6990561            | 1           |              |




For Internal Use Only:  
14:30

31-AUG-07

Pick Batch: 496815      Delivery: 5674775      Order/Line: 1234819/1      Sequence: 00001      Page 1 of 2

Appendix B, continued

**SAMPLE TEST BOOKLET PACKAGE  
ASSEMBLY ID SHEET**

| MC Form Number                      |  |  | Quantity |
|-------------------------------------|--|--|----------|
| Name of Test                        | <p><b>VIRGINIA STANDARDS OF LEARNING<br/>SUMMER WRITING SECURE<br/>TEST MATERIALS<br/>Assembly ID Sheet</b></p>  |  |          |
| Level                               | <p>EOC WR TB FM W5038, PK 10</p>   |  |          |
|                                     | <div style="text-align: center;"> <br/> <small>VA00000161 006921821</small> </div> <p>AFTER OPENING <u>THIS PACKAGE</u> BUT BEFORE DISTRIBUTING ITS CONTENTS TO STUDENTS:</p> <ol style="list-style-type: none"> <li>Count the number of test materials contained in this package.</li> <li>Check the one that is applicable and explain any discrepancy.</li> </ol> <p> <input type="checkbox"/> There were <u>10</u> test materials in this package.<br/> <input type="checkbox"/> There were <u>NOT 10</u> test materials in this package.<br/>             Discrepancy: _____<br/>             _____<br/>             _____<br/>             _____           </p> <p>3. Signature _____ Date _____</p> <p>4. Return this Assembly ID sheet to the STC along with all enclosed test materials immediately after the testing session has concluded.</p> |  |          |
| Range of Security Numbers in Packet | <p>Assembly Number: VA00000161</p> <p>Assembly Name: EOC WR TB FM W5038, PK 10</p> <p>Beginning Serial Range: 006921 <b>821</b> </p> <p>Ending Serial Range: 006921 <b>830</b> </p> <p>Quantity: 10</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>For Internal Use Only.</p> <p>Pg 1 Pkt <b>33</b></p> </div>  |  |          |

## SAMPLE WRITING PROMPT PACKAGE

### *ASSEMBLY ID SHEET*

---

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## SAMPLE SCHOOL PACKING LIST/TRANSMITTAL FORM (PAGE 1/2)

**VIRGINIA  
STANDARDS OF LEARNING**

**SUMMER WRITING SECURE TEST  
MATERIALS**

**SCHOOL PACKING LIST/TRANSMITTAL FORM**

Deliver To: 1231234  
WING MIDDLE SCHOOL  
123 MAIN STREET  
ANY CITY, VA 12345-1234  
JANE DOE  
Phone: (555) 555-5555  
Fax: (444) 444-4444

Ship To: 1231234  
WING MIDDLE SCHOOL  
123 MAIN STREET  
ANY CITY, VA 12345-1234  
JANE DOE  
Phone: (555) 555-5555  
Fax: (444) 444-4444

**LEGEND**

|       |             |          |              |
|-------|-------------|----------|--------------|
| ALT:  | Alternate   | NON-SEC: | Non-Secure   |
| ANS:  | Answer      | SEC:     | Secure       |
| BR:   | Braille     | TB:      | Test Booklet |
| CASS: | Cassette    | WR:      | Writing      |
| FM:   | Form        | (5):     | Pack of 5    |
| GR:   | Grade       | (10):    | Pack of 10   |
| LP:   | Large Print | (25):    | Pack of 25   |

| Item       | Item Description                                      | Package Details | Total Qty Packed | Qty Back Ordered | Packed in Box Number |
|------------|---|-----------------|------------------|------------------|----------------------|
| VA00000083 | EOC WR TB (W0118) (10)<br><b>006921661 – 00621670</b> | 16 packs of 10  | 160              | 0                | 3                    |
| VA00000086 | EOC WR TB (W3028) (10)<br><b>006921661 – 00621670</b> | 11 packs of 10  | 110              | 0                | 3                    |

|                        |  |
|------------------------|--|
| For Internal Use Only: | 31-AUG-07  |
| 14:30                  |  |
| Pick Batch: 496815     | Delivery: 5674775    Order/Line: 1234819/1    Sequence: 00001    Page 1 of 2 |

**SAMPLE SCHOOL PACKING LIST/TRANSMITTAL FORM (PAGE 2/2)**

**VIRGINIA  
STANDARDS OF LEARNING**

**SUMMER WRITING SECURE TEST  
MATERIALS**

**SCHOOL PACKING LIST/TRANSMITTAL FORM**

Verification of Shipment

As indicated on the packing list, all copies of the SOL testing materials were received in this shipment.  
\_\_\_\_\_ (Yes/No)

If "No," please indicate missing materials or discrepancies,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

School Name: \_\_\_\_\_

For Internal Use Only:

Pick Batch: 496815

Delivery: 5674775

Order/Line: 1234819/1

Sequence: 00001

31-AUG-07 14:30

Page 2 of 2



# **Appendix C**

## **Special Test Accommodations**

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## APPENDIX C

### ***SPECIAL TEST ACCOMMODATIONS***

**Directions:** Before testing, the Examiner should become familiar with special test accommodations specified in students' IEPs, 504 management plans, or *LEP Student Assessment Participation Plans*, and coordinate with the STC how accommodations will be met during the testing session. Questions about whether accommodations not listed in this manual are permissible should be directed to the STC.

For additional information, refer to *Procedures for Participation of Students with Disabilities in Virginia's Accountability System*:

[www.doe.virginia.gov/VDOE/Assessment/home.shtml](http://www.doe.virginia.gov/VDOE/Assessment/home.shtml)

#### **Additional materials required for testing accommodations**

Some accommodations require additional materials and supplies for test administration. It is important to review students' IEPs, 504 management plans, or *LEP Student Assessment Participation Plans* to identify necessary materials or devices in advance of the test dates. Examiners conducting a read-aloud administration **MUST** ensure that the test booklets used have **IDENTICAL** form numbers so that the Examiner and student(s) are viewing the same test items. For students who will be using audiotapes that accompany the Braille, large-print, or regular versions of a test, they will need tape recorders, preferably one for each student. Other students may require magnification aids or a Braillewriter, depending on what their IEPs, 504 management plans, or *LEP Student Assessment Participation Plans* specify.

The school division must supply enlarged copies of the answer documents if they are required by students.

#### **Audiotaping**

Some accommodations require that the test administration be audiotaped. These accommodations include:

- Read-aloud administration
- Examiner/Proctor records students' answers for students who must dictate answers because they are unable to mark the regular answer document; or the student responds verbally
- Student dictates her or his response to the writing prompt to a scribe

For students with such accommodations specified in their IEPs, 504 management plans, or *LEP Student Assessment Participation Plans*, arrange for the test administration to be audiotaped.

#### **Assistance with Directions**

The Examiner may make modifications as needed to the specific directions for administering a test to ensure that students taking the Braille, large-print, and/or audiotape versions of the test understand the testing procedures. For example, tell students they do not need to read or pay attention to the copyright notice that appears in the Braille version and is read at the beginning of audiotapes.

Assistance with directions may include reading directions to students, simplifying directions, clarifying directions, or writing directions. The Examiner may simplify directions by restating the directions using more familiar or clearly understood terminology. The Examiner also may clarify directions by answering questions from the students about the test directions related to the mechanics of the test.

## **Appendix C, continued**

An accommodation may require that the Examiner provide a copy of the directions for the student to reference during testing. Directions may be copied from either the student's test booklet or this manual. The directions may be written on the classroom's dry-erase board or chalkboard, displayed on an overhead projector, or copied onto individual sheets of paper. Again, special care must be taken when assisting with directions so as not to lead the students to correct responses.

### **Dictation to a Scribe**

#### *Writing Assessment only*

The student will dictate (or use an augmentative communication device with auditory output) his/her response to the writing assessment in English to a second person (scribe) who will transcribe it. The session between the student and scribe must be recorded on audiotape and given to Division Director of Testing along with the transcription. The scribe, who should have experience working with the student, must format, capitalize and punctuate only as directed by the student. The student is not required to spell each word to the scribe. The scribe's transcription and taped record must be verified by a second school official to ensure that no errors in transcription occurred. The scribe's transcription and taped record shall be retained on file and secure in the office of the Division Director of Testing until the established appeal period is over.

### **Interpreters**

For some accommodations, interpreters may be required during the testing session. Interpreters are required when students' IEPs or 504 management plans specify that the student needs to have test items or directions interpreted by signing or transliteration in order to participate. Interpreters must also sign the *School Division Personnel Test Security Agreement (Including Examiners/Proctors)* (Appendix A).

### **Interpreting Directions**

Assistance with directions may include interpreting the test directions through signing or transliterations. Hearing-impaired students who normally communicate in an alternative or manual method may be provided an educational interpreter to interpret test directions or to answer questions concerning test instructions or procedures. The Examiner must be present for the testing session and read aloud the test directions as presented in manual so that they can be communicated in the alternative or manual method by the educational interpreter. The student must direct any questions to the Examiner, and the Examiner's response must be communicated by the educational interpreter. The interpreter should also communicate sample questions that are read aloud as part of the test directions.

### **Interpreting (e.g., Signing, Transliteration ) Test Items**

An interpreted (e.g., signing, transliteration) test administration must be proctored by appropriate school personnel. The interpreter must be very careful when interpreting the test items so as not to lead the student to a correct answer by facial expression or by repeating any part of the test that is not specifically requested by the student.

The Test Examiner and the Proctor must verify in writing that the test administration was conducted according to the standardized procedures. This written verification shall be retained on file in the office of the DDOT until scores are received and verified.

## Appendix C, continued

### Read-aloud Administration

Students with disabilities or LEP students who have the accommodation of having the test read to them will use the same form as other students in their classroom. Examiners conducting a read-aloud administration **MUST** ensure that the students' test booklets have **IDENTICAL** form numbers on the front covers, so that the Examiner and student(s) are viewing the same test items.

**A read-aloud administration must be recorded or proctored.** The taped record of the entire testing session shall be retained on file and secure in the office of the DDOT until scores are received and verified. If proctored, the Test Examiner and Proctor must verify in writing that the test administration was conducted according to the standardized procedures. This written verification must be retained on file and secured in the office of the DDOT until scores have been received and verified.

Special attention must be given to the IEP, 504 management plan or *LEP Student Assessment Participation Plan* for specific accommodations regarding reading the test aloud. For example, a student's accommodation may require the entire test to be read orally or may require having words, questions, or sentences read orally only when requested by the student. In particular, care must be taken to describe graphics without leading the student to the correct response. The audiotape provides a taped version of the test instructions and test items. A regular-print, large-print, Braille, or regular version of the test should be used in conjunction with reading the test aloud in order to provide the student multi-sensory stimulation. Test items must be read in English.

The Examiner must be very careful when reading the test aloud so that he/she does not lead the student to a correct response by intonation or by repeating any part of the test that is not specifically requested by the student. **Prior to reading aloud a test item, take a moment to review the item so that the answer is not inadvertently given to the student. Depending on the content of the test item, you may need to read aloud "Broad RD." as "Broad R-d period." Similarly, you may need to read the number 3,254 as "three comma two five four."**

For more detailed information, refer to the *Virginia Standards of Learning Assessments Guidelines for Administering the Read-Aloud Accommodation* at

**[www.doe.virginia.gov/VDOE/Assessment/Assess.PDF/readaloudguidelines.pdf](http://www.doe.virginia.gov/VDOE/Assessment/Assess.PDF/readaloudguidelines.pdf)**

### Transcription of Students' Answers

**NOTE:** Prior approval must be obtained from the STC to conduct a transcription of student(s) answers.

The accommodation for transcribing students' test responses onto an answer document is **only** available for students as stated in their IEPs, 504 management plans, or *LEP Student Assessment Participation Plans*. A student's responses to the multiple-choice and direct-writing tests must be transcribed to the regular answer document by a school official if the student's answers were:

- recorded on Braille paper or on an enlarged copy of the answer document,
- dictated to an Examiner/Proctor and audiotaped, or
- marked directly in the test booklet.

The transcription must be verified by a second school official to ensure that no errors occurred. Proctors may transcribe or verify the transcription. Other adults in the school can also transcribe responses or verify

## Appendix C, continued

responses without formal training as a Proctor. However, the same individual should transcribe the entire response. An alert will be triggered if a response appears with more than one individual's hand writing. **NOTE: The students' responses must not be altered in any way.**

Transcriptions must be completed as soon as possible after the test has been administered. Remember that an answer document is considered to be secure once a student's answers have been recorded on it. Therefore, the answer documents must be kept in locked storage when not in use during an actual testing session.

The student's Braille responses, an enlarged copy of the answer document, an audiotape of the students responses, **and/or** the marked test booklet shall be retained on file and secure in the office of the DDOT until scores are received and verified.

### Using Audiotapes that Accompany Braille, Large-print, or Regular-print Versions of the Test

**NOTE: Only use the audiotape accompanying the Braille or large-print test forms/prompts if the student has use of an audiotape as an accommodation on her/his current IEP or 504 management plan.**

Before test administration, check tape recorders to be sure they will work correctly during test administration. Check the labels of the audiotapes to see that the subject area and test form number match the Braille, large-print, or regular-print test booklets.

In each set of specific directions for administering a subject area test, listen for an indication of a **NOTE** box that will advise exactly when to begin playing an audiotape. On the audiotape, the narrator reads the directions and the sample questions but does not refer to the answer document or how to enter answers. The Examiner may modify instructions to the student as necessary. **Students may pause or stop a tape as necessary during the test to follow its contents and keep up with the narration.** So that students may stop the tape as they need to, it is best to have an individual tape and tape recorder for each student using an audiotape version.

### Using Word Prediction/Selection Software

#### *Writing Assessment Only*

Word prediction/selection is defined as any software providing a student with a selection of single words from a student-generated single or multiple keystrokes. For example, a student may type into the software the letter "p." The software will provide the student with a list of single words starting with the letter "p" (e.g., "plane," "plain," "put," "part," "please," etc.). It should be noted that word prediction/selection is limited to the software providing selections of single words and not phrases, grammatically appropriate options, or other unrelated word choices generated by student keystrokes to predict ahead sentence structure.

Software providing word prediction/selection must not provide prompting for spell checking, grammar checking, predicting ahead of phrases or word choices, and must not make use of a thesaurus. If the word prediction/selection software allows selection of a dictionary for use by the software, an appropriate dictionary for the student's grade level should be selected.

If a student is provided the word prediction/selection accommodation during testing, Field I, Special Test Accommodations, Circle B, must be coded on the answer document. Refer to *Special Test Accommodations Codes*, B-Other in Appendix E.

# Appendix D

## Special Test Accommodation Codes

|   |    |
|---|----|
| End-of-Course <i>English: Writing</i> Tests ..... | 75 |
|---|----|



# **APPENDIX D** **Special Test Accommodations Codes** **EOC English: Writing Tests**

| Limited English Proficient (LEP) | Students with Disabilities (SWD) | Available for Online Testing            | Answer document circle number |   |
|----------------------------------|----------------------------------|---|-------------------------------|---|
| •                                | •                                | Writing tests are not available online. | 1                             | Flexible schedule (includes breaks during test and multiple test sessions)  |
|                                  |                                  |   | 2                             | group size  |
|                                  |                                  |   | 3                             | environmental modifications (e.g. special lighting, noise buffers, use of study carrel)   |
| •                                | •                                |   | 4                             | visual aids (e.g., magnifying glass, templates to show only one item at a time)   |
| L                                | •                                |   | 5                             | amplification equipment (e.g., hearing aid or auditory trainer)   |
| L                                | •                                |   | 6                             | large-print test  |
|                                  |                                  |   | 7                             | assistance with directions (i.e., simplifying or clarifying directions)   |
| L                                | •                                |   | 8                             | increased size of answer circles (e.g., enlarged copy of answer document)   |
| L                                | •                                |   | 9                             | Braille test / Braille answer document  |
| •                                | •                                |   | 10                            | Reading in English of test items (except for <i>Reading</i> test). If Plan calls for reading the test aloud, see #14.   |
| •                                | •                                |   | 11                            | audiotape version of test items (except for <i>Reading</i> test). If Plan calls for using audiotape version of the test, see #15.                               |
| L                                | •                                |   | 12                            | Interpreting (e.g., signing, transliteration) test items (except for <i>Reading</i> test). If Plan calls for interpreting the test, see #16.                    |
| L                                | •                                |   | 13                            | communication board / pictorial presentation  |
|                                  |                                  |   | 14                            | Reading test items in English on the <i>Reading</i> test  |
|                                  |                                  |   | 15                            | using audiotape version of the <i>Reading</i> test  |
|                                  |                                  |   | 16                            | Interpreting (e.g., signing, transliteration) test items on the <i>Reading</i> test   |
| •                                | S                                |   | 17                            | bilingual dictionary  |
| •                                | •                                |   | 18                            | mark in test booklet or student responds verbally   |
|                                  |                                  |   | 19                            | math aids (e.g., abacus, manipulatives)   |
|                                  |                                  |   | 20                            | large-diameter pencil, special pencil, pencil grip  |
| L                                | •                                |   | 21                            | respond by word processor, typewriter, Braille  |
| L                                | •                                |   | 22                            | augmentative communication device   |
| L                                | •                                |   | 23                            | Spelling aids: spelling checker, spelling dictionary  |
| L                                | •                                |   | 24                            | tape recorder (pre-writing only)  |
| •                                | •                                |   | 25                            | dictation in English to a scribe (direct-writing component only)  |
|                                  |                                  |   | 26                            | use of calculator or arithmetic tables for grade 3 (and for grades 4, 5, 6, and 7 math computation on the section of the test that does not allow a calculator) |
| •                                | •                                |   | 27                            | other (must obtain prior approval from VDOE)  |
|                                  |                                  |   | A                             | <b>NOT AVAILABLE. DO NOT COMPLETE</b>   |
| •                                | •                                |   | B                             | other (must obtain prior approval from VDOE)  |

- Black squares in either column indicate accommodations that are not available for these tests. DO NOT COMPLETE.
- S Unless also identified as LEP, these accommodations are not available for students with disabilities. DO NOT COMPLETE.
- L Unless also identified as SWD, these accommodations are not available for LEP students. DO NOT COMPLETE.
- These accommodations are available as needed.
- ||||| These accommodations are available to all students as needed.

Revised 9/18/07





# Appendix E

## Sample Demographic Pages

Sample Demographic Page of an End-of-Course *Writing* Student Answer Document..... 79





### Appendix E, continued

**SAMPLE DEMOGRAPHIC PAGE OF AN END-OF-COURSE STUDENT ANSWER DOCUMENT  
(PAGE 2/2)**

| STUDENT NAME |            |
|--------------|------------|
| Last Name    | First Name |
|              |            |

**2007 – 2008**  
**ENGLISH: WRITING**  
**End-of-Course Test**

**Section 2:** Fields F and G must be completed. Fields H, I and J should be completed as needed.

| F |   | MC FORM |   |   |  |
|---|---|---------|---|---|--|
| W |   |         |   |   |  |
|   | 0 | 0       |   | 0 |  |
|   | 1 | 1       | 1 | 1 |  |
|   | 2 | 2       | 2 | 2 |  |
|   | 3 | 3       | 3 | 3 |  |
|   | 4 | 4       |   | 4 |  |
|   | 5 | 5       |   | 5 |  |
|   | 6 | 6       |   | 6 |  |
|   | 7 | 7       |   | 7 |  |
|   | 8 | 8       |   | 8 |  |
|   | 9 | 9       |   | 9 |  |

| G             |   |   |   |
|---------------|---|---|---|
| PROMPT NUMBER |   |   |   |
|               |   |   |   |
| 0             | 0 | 0 | 0 |
| 1             | 1 | 1 | 1 |
| 2             | 2 | 2 | 2 |
| 3             | 3 | 3 | 3 |
| 4             | 4 | 4 | 4 |
| 5             | 5 | 5 | 5 |
| 6             | 6 | 6 | 6 |
| 7             | 7 | 7 | 7 |
| 8             | 8 | 8 | 8 |
| 9             | 9 | 9 | 9 |

## H TESTING STATUS

Select Only One

| SPECIAL TEST ACCOMMODATIONS |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |   |   |  |  |  |  |  |
|-----------------------------|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|---|---|--|--|--|--|--|
| 1                           | 4 | 5 | 6 | 8 | 9 | 10 | 11 | 12 | 13 | 17 | 18 | 21 | 22 | 23 | 24 | 25 | 27 | A | B |  |  |  |  |  |

**J**  
2ND ATTEMPT

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Printed in the United States of America.

## End-of-Course ENGLISH: WRITING

| SAMPLES |     |     |     |     |
|---------|-----|-----|-----|-----|
| A       | (A) | (B) | (C) | (D) |
| B       | (F) | (G) | (H) | (J) |
| C       | (A) | (B) | (C) | (D) |
| D       | (F) | (G) | (H) | (J) |
| E       | (A) | (B) | (C) | (D) |

- |    |         |    |         |    |         |
|----|---------|----|---------|----|---------|
| 1  | A B C D | 16 | F G H J | 31 | A B C D |
| 2  | F G H J | 17 | A B C D | 32 | F G H J |
| 3  | A B C D | 18 | F G H J | 33 | A B C D |
| 4  | F G H J | 19 | A B C D | 34 | F G H J |
| 5  | A B C D | 20 | F G H J | 35 | A B C D |
| 6  | F G H J | 21 | A B C D | 36 | F G H J |
| 7  | A B C D | 22 | F G H J | 37 | A B C D |
| 8  | F G H J | 23 | A B C D | 38 | F G H J |
| 9  | A B C D | 24 | F G H J | 39 | A B C D |
| 10 | F G H J | 25 | A B C D | 40 | F G H J |
| 11 | A B C D | 26 | F G H J | 41 | A B C D |
| 12 | F G H J | 27 | A B C D | 42 | F G H J |
| 13 | A B C D | 28 | F G H J | 43 | A B C D |
| 14 | F G H J | 29 | A B C D | 44 | F G H J |
| 15 | A B C D | 30 | F G H J |    |         |

[illegible]

# Appendix F

## ***Test Irregularity Form***

|                                     |    |
|-------------------------------------|----|
| <i>Test Irregularity Form</i> ..... | 83 |
|-------------------------------------|----|



**APPENDIX F**  
**STANDARDS OF LEARNING (SOL) ASSESSMENTS 2007-2008**

**TEST IRREGULARITY FORM**

*The Test Irregularity Web Application System (TIWAS) will be implemented during the Summer 2008 Administration. As directed by the DDOT/STC, follow procedures for documenting and submitting test irregularities using the TIWAS. The DDOT/STC may direct Examiners to use this form or parts of the form to document the test irregularity incident.*

**Division Name:** \_\_\_\_\_

**Irregularity Number:** \_\_\_\_\_

**Test Administration:** \_\_\_\_\_ **Year:** \_\_\_\_\_

**Created Date:** \_\_\_\_\_ **By:** \_\_\_\_\_

☐ Regular    ☐ Term Grad    ☐ Exp Retake

**Student Grade:** \_\_\_\_\_

**School Name:** \_\_\_\_\_

**Test Type:** ☐ Regular                      ☐ Regular Audio

**No. of Students:** \_\_\_\_\_

☐ Large Print    ☐ Braille

**Test Session Name:** \_\_\_\_\_

**Test Mode:** ☐ Paper                      ☐ Online

| Test Level/Content Area/Subject                                   |  | Form No. with Irregularity | Prompt No. | Assigned by TIWAS  |            |
|---|--|----------------------------|------------|--------------------|------------|
|   |  |                            |            | Alternate Form No. | Prompt No. |
| <b>FOR EXAMPLE:</b> <input type="checkbox"/> 7 <u>Mathematics</u> |  | M3026                      |            |                    |            |
| <input type="checkbox"/> 3 _____                                  |  |                            |            |                    |            |
| <input type="checkbox"/> 4 _____                                  |  |                            |            |                    |            |
| <input type="checkbox"/> 5 _____                                  |  |                            |            |                    |            |
| <input type="checkbox"/> 6 _____                                  |  |                            |            |                    |            |
| <input type="checkbox"/> 7 _____                                  |  |                            |            |                    |            |
| <input type="checkbox"/> 8 _____                                  |  |                            |            |                    |            |
| <b>CSH</b>  | <input type="checkbox"/> Virginia Studies _____                |                            |            |                    |            |
|   | <input type="checkbox"/> US History to 1877 _____              |                            |            |                    |            |
|   | <input type="checkbox"/> US History: 1877 to the Present _____ |                            |            |                    |            |
|   | <input type="checkbox"/> Civics & Economics _____              |                            |            |                    |            |
| <b>End-of-Course</b>  | <input type="checkbox"/> English: Writing _____                |                            |            |                    |            |
|   | <input type="checkbox"/> English: Reading _____                |                            |            |                    |            |
|   | <input type="checkbox"/> Math _____                            |                            |            |                    |            |
|   | <input type="checkbox"/> Science _____                         |                            |            |                    |            |
|   | <input type="checkbox"/> History _____                         |                            |            |                    |            |

**Student Names and STIs (attach list of additional names and STIs):**

1. \_\_\_\_\_ 2. \_\_\_\_\_

**Description of Irregularity (PLEASE PRINT):**

**Submitted to DDOT:**    ☐ YES    ☐ NO

**Submitted to VDOE:**    ☐ YES    ☐ NO

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

This page may be photocopied.





# Appendix G

## ***Header Sheet***


|                                  |    |
|----------------------------------|----|
| Sample <i>Header Sheet</i> ..... | 87 |
|----------------------------------|----|



## APPENDIX G

### SAMPLE HEADER SHEET

**NOTE:** The *Header Sheet* may be used for any bundle of answer documents and **MUST** be completed prior to submission.



**MARKING INSTRUCTIONS**

- Use only soft lead pencil (No. 2).
- Do NOT use ink or ball point pen.
- Make heavy dark marks that completely fill in the circles.
- Erase completely any marks that you wish to change.
- Make NO stray marks on this sheet.

USE NO. 2 PENCIL ONLY

**CORRECT MARK**

○ ● ○ ○

**INCORRECT MARKS**

○ ⊗ ○ ⊗

# Header Sheet

**PLEASE SUPPLY THE FOLLOWING INFORMATION IF BLANK:**

DIVISION Judson

SCHOOL \_\_\_\_\_

**LEVEL**

MARK ONLY ONE

○ 3

○ 4

○ 5

○ 6

○ 7

○ 8

○ CSH

● EOC

**DIVISION CODE**

|   |   |   |
|---|---|---|
| 1 | 2 | 3 |
| 0 | 0 | 0 |
| 1 | 1 | 1 |
| 2 | 2 | 2 |
| 3 | 3 | 3 |
| 4 | 4 | 4 |
| 5 | 5 | 5 |
| 6 | 6 | 6 |
| 7 | 7 | 7 |
| 8 | 8 | 8 |
| 9 | 9 | 9 |

**SCHOOL CODE**

|   |   |   |   |
|---|---|---|---|
| 0 | 0 | 0 | 0 |
| 1 | 1 | 1 | 1 |
| 2 | 2 | 2 | 2 |
| 3 | 3 | 3 | 3 |
| 4 | 4 | 4 | 4 |
| 5 | 5 | 5 | 5 |
| 6 | 6 | 6 | 6 |
| 7 | 7 | 7 | 7 |
| 8 | 8 | 8 | 8 |
| 9 | 9 | 9 | 9 |

**ADMINISTRATION**

○ FALL

○ SPRING

● SUMMER

○ FIELD TEST

**REQUIRED:**

**HEADER VERIFICATION CONTACT**

Please follow Division Director of Testing instructions for completing.

NAME Jane Doe, STC PHONE 555-555-5555 DATE 7/18/08

PLEASE PRINT

**NUMBER OF DOCUMENTS**

PRINT ONE NUMERAL PER BOX, RIGHT JUSTIFIED (e.g., 0032); THEN MARK THE CORRESPONDING CIRCLES.

|   |   |   |   |
|---|---|---|---|
| 0 | 0 | 3 | 2 |
| 1 | 1 | 1 | 1 |
| 2 | 2 | 2 | 2 |
| 3 | 3 | 3 | 3 |
| 4 | 4 | 4 | 4 |
| 5 | 5 | 5 | 5 |
| 6 | 6 | 6 | 6 |
| 7 | 7 | 7 | 7 |
| 8 | 8 | 8 | 8 |
| 9 | 9 | 9 | 9 |

**PEARSON USE ONLY**

|   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |
|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0  | 0  | 0  | 0  | 0  | 0  |
| 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1  | 1  | 1  | 1  | 1  | 1  |
| 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2  | 2  | 2  | 2  | 2  | 2  |
| 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3  | 3  | 3  | 3  | 3  | 3  |
| 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4  | 4  | 4  | 4  | 4  | 4  |
| 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5  | 5  | 5  | 5  | 5  | 5  |
| 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6  | 6  | 6  | 6  | 6  | 6  |
| 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7  | 7  | 7  | 7  | 7  | 7  |
| 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8  | 8  | 8  | 8  | 8  | 8  |
| 9 | 9 | 9 | 9 | 9 | 9 | 9 | 9 | 9 | 9  | 9  | 9  | 9  | 9  | 9  |

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ONLY the name and phone number of the STC or DDOT should be provided as the “Header Verification Contact.”



# Appendix H

## Shipment Transmittal Forms

|  |    |
|--|----|
| Sample <i>Division Return Verification Form</i> .....                            | 91 |
| <i>Division Shipment Transmittal Form for FedEx Tracking Number Labels</i> ..... | 92 |



**APPENDIX H**  
**SAMPLE DIVISION RETURN VERIFICATION FORM**

**VIRGINIA**  
**STANDARDS OF LEARNING**  
**SUMMER WRITING SECURE TEST**  
**MATERIALS**  
**DIVISION RETURN VERIFICATION FORM**

Deliver To: 1231234  
JUDSON DIVISION  
WING MIDDLE SCHOOL  
123 MAIN STREET  
ANY CITY, VA 12345-1234  
JANE DOE  
Phone: (555) 555-5555  
Fax: (444) 444-4444

Ship To: 1231234  
JUDSON DIVISION  
WING MIDDLE SCHOOL  
123 MAIN STREET  
ANY CITY, VA 12345-1234  
JANE DOE  
Phone: (555) 555-5555  
Fax: (444) 444-4444

| School Number | Deliver To           | Form                    | Security Number From | Security Number To | Number Sent | Qty Returned | Missing Test Materials |
|---------------|----------------------|-------------------------|----------------------|--------------------|-------------|--------------|------------------------|
| 1104          | MANCHESTER LOCAL SCH | GR EOC WR AUDIO TB      | 6990531              | 6990531            | 1           |              |                        |
| 1104          | MANCHESTER LOCAL SCH | SEC EXAMINERS EOC WR TB | 6990561              | 6990561            | 1           |              |                        |

|                        |                   |                       |                 |                 |  |
|------------------------|-------------------|-----------------------|-----------------|-----------------|--|
| For Internal Use Only: |                   |                       |                 | 31-AUG-07 14:30 |  |
| Pick Batch: 496815     | Delivery: 5674775 | Order/Line: 1234819/1 | Sequence: 00001 | Page 1 of 2     |  |

Appendix H, continued

**STANDARDS OF LEARNING (SOL) ASSESSMENTS  
SUMMER 2008 WRITING TESTS**

***DIVISION SHIPMENT TRANSMITTAL FORM FOR  
FEDEX TRACKING NUMBER LABELS***

| <b>Box<br/>Number</b> | <b>FedEx Tracking Number<br/>(Apply Label Here)</b> | <b>Box<br/>Number</b> | <b>FedEx Tracking Number<br/>(Apply Label Here)</b> |
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